

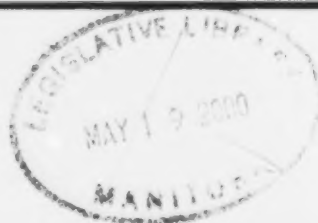
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# **Supplementary Information for Legislative Review**

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2000-2001 Departmental Expenditure Estimates

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**Manitoba  
Highways and  
Government Services**



**DEPARTMENT OF HIGHWAYS, GOVERNMENT SERVICES  
AND EMERGENCY EXPENDITURES**

**SUPPLEMENTARY INFORMATION**

**FOR LEGISLATIVE REVIEW**

**2000-2001 DEPARTMENTAL EXPENDITURE ESTIMATES**



## PREFACE

This document has been produced by the Department of Highways and Government Services and Emergency Expenditures as a departmental supplement to its Printed Main Estimates. It is intended to provide background information on the Department which should complement the information already contained in the Printed Main Estimates.

The contents of the supplement are organized into seven parts. The first part provides an overview of the Department of Highways and Government Services' 2000/2001 budget requirements. The second part provides program and financial information including details of staffing requirements and expenditures. The information in Part Two is organized on the basis of existing main appropriations so that it will provide an easy cross reference to the Printed Main Estimates. Part Three provides a five year historical budget comparison. Part Four includes financial information regarding the capital investment of the Department. Part Five includes program and financial information relating to Special Operating Agencies. Part Six includes an overview of the Emergency Expenditure Fund. A standard glossary of terms is also included at the end of the document in Part Seven.

It is hoped that this additional information will assist members of the Legislative Assembly in their examination of the Expenditure Estimates of the Department of Highways and Government Services.

A handwritten signature in black ink, appearing to read "Steve Ashton". The signature is stylized, with a large "S" and a prominent "A".

HONOURABLE STEVE ASHTON  
MINISTER OF HIGHWAYS AND  
GOVERNMENT SERVICES





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**PART 1**  
**DEPARTMENTAL**  
**OVERVIEW**

# **DEPARTMENT OF HIGHWAYS AND GOVERNMENT SERVICES**

## **MINISTER**

**HONOURABLE STEVE ASHTON**

## ***HIGHWAYS***

**ANDREW T. HOROSKO**

## **VISION**

A transportation system that is safe, efficient and supports the economic growth of the province.

## **MISSION**

To establish and manage provincial highways and northern airports, to regulate and licence users of the highway system, and to provide provincial input on national transportation issues.

## **ROLE**

The principal role of Highways is to provide the citizens of Manitoba with safe, efficient and environmentally compatible transportation systems which contribute to the sustainable economic growth and social well-being of the Province. The overall responsibilities include:

- planning and designing highway systems based on a comprehensive and integrated approach to the economy and environment.
- constructing and maintaining the highway infrastructure to a standard that provides for the safe, efficient and convenient movement of people, goods and services.
- developing and enforcing regulations pertaining to the use of the provincial highway network to achieve travel safety and protection of road infrastructure.
- promoting the safe operation of all types of vehicles on and off the road network through delivery of driver licencing, vehicle registration and safety programs.
- providing residents of northern and remote communities with safe and efficient air and marine services by operating ferries and airstrips in remote communities.
- developing policy options on provincial and inter-jurisdictional transportation issues.
- assisting municipal and local governments to develop and maintain local transportation infrastructure through the provision of grants and other support services.
- administering transportation-related regulations through appropriate boards and committees.

# **GOVERNMENT SERVICES**

## **A/DEPUTY MINISTER**

**GERRY BEREZUK**

### **VISION**

To be recognized as the leader in providing and managing facilities and specialized support services for the public sector.

### **MISSION**

To assist our public sector clients in the efficient delivery of programs by meeting their needs for facility management, technology infrastructure, procurement and distribution services, transportation services, and emergency coordination.

### **ROLE**

Government Services is charged with providing a wide range of central support services to Cabinet, Treasury Board, all departments and some agencies, boards, corporations, and commissions of the Manitoba Government. The primary responsibilities include:

- planning, design, acquisition/construction, and management of Government property;
- acquisition, supply and management of common commodities and services such as fleet vehicles, procurement, office equipment, accommodation, desktop management, inventory management, telecommunications and postal services;
- providing services such as aviation support for air ambulance and forest fire suppression;
- consultation with clients as to their needs and expectations;
- advising Cabinet and Treasury Board in the development of policies, procedures, and standards to provide effective and efficient service; and
- administration of the Emergency Expenditures Fund, Vote 27-1.

## SCHEDULE 1

### STATUTORY RESPONSIBILITIES OF THE MINISTER OF HIGHWAYS AND GOVERNMENT SERVICES

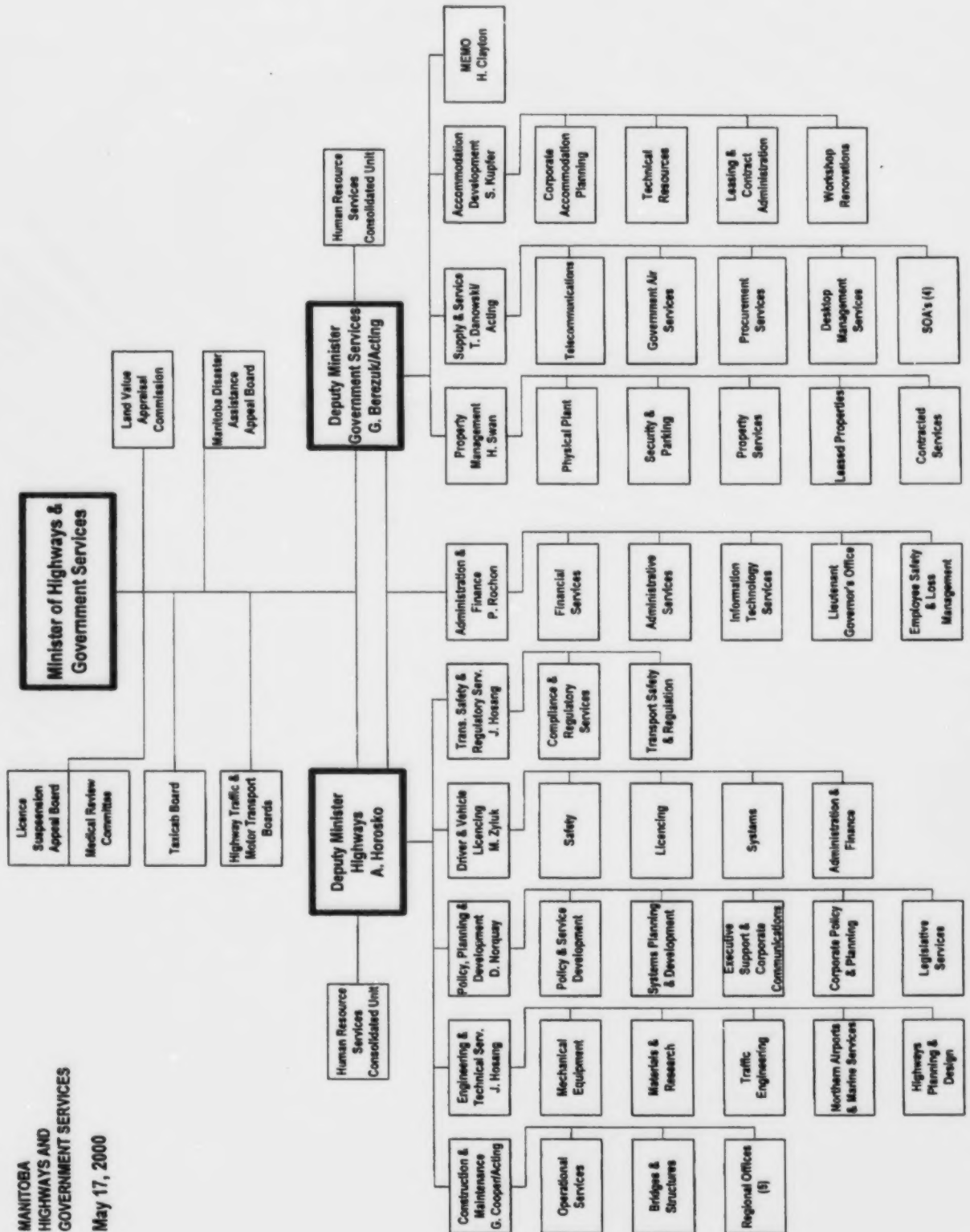
H40	The Highways and Transportation Department Act
H50	The Highways Protection Act
H60	The Highway Traffic Act
H65	The Highways and Transportation Construction Contracts Disbursements Act
031	The Off-Road Vehicles Act
T10	The Taxicab Act
T140	The Trans-Canada Highway Act

#### ***Government Services***

E80	The Emergency Measure Act
E85	The Emergency 911 Public Safety Answering Point Act
G70	The Government Air Services Act
G80	The Government House Act
G90	The Government Purchases Act
L40	The Land Acquisition Act
P300	The Public Works Act

MANITOBA  
HIGHWAYS AND  
GOVERNMENT SERVICES

May 17, 2000





**SCHEDULE 3**

**DEPARTMENT OF HIGHWAYS AND GOVERNMENT SERVICES  
EXPENDITURE SUMMARY BY MAIN APPROPRIATION**

	ESTIMATES OF EXPENDITURE 2000/01 \$(000s)	CHANGE FROM 1999/2000 %	ESTIMATES OF EXPENDITURE 1999/2000 \$(000s)
1. Administration and Finance	8,384.6	(4.2)	8,754.6
2. Highways and Transportation Programs	59,501.5	0.9	58,974.5
3. Accommodation Development and Property Management	32,270.5	(7.2)	34,789.2
4. Supply and Services	7,103.6	14.9	6,181.2
5. Emergency Management Organization	1,477.4	9.3	1,352.2
6. Infrastructure Works	177,407.3	4.3	170,104.7
7. Amortization of Capital Assets	11,475.7	(1.4)	11,634.9
<b>TOTAL APPROPRIATIONS FOR HIGHWAYS AND TRANSPORTATION</b>	<b>297,620.6</b>	<b>2.0</b>	<b>291,791.3</b>

**Summary of Operations and Capital Appropriations**

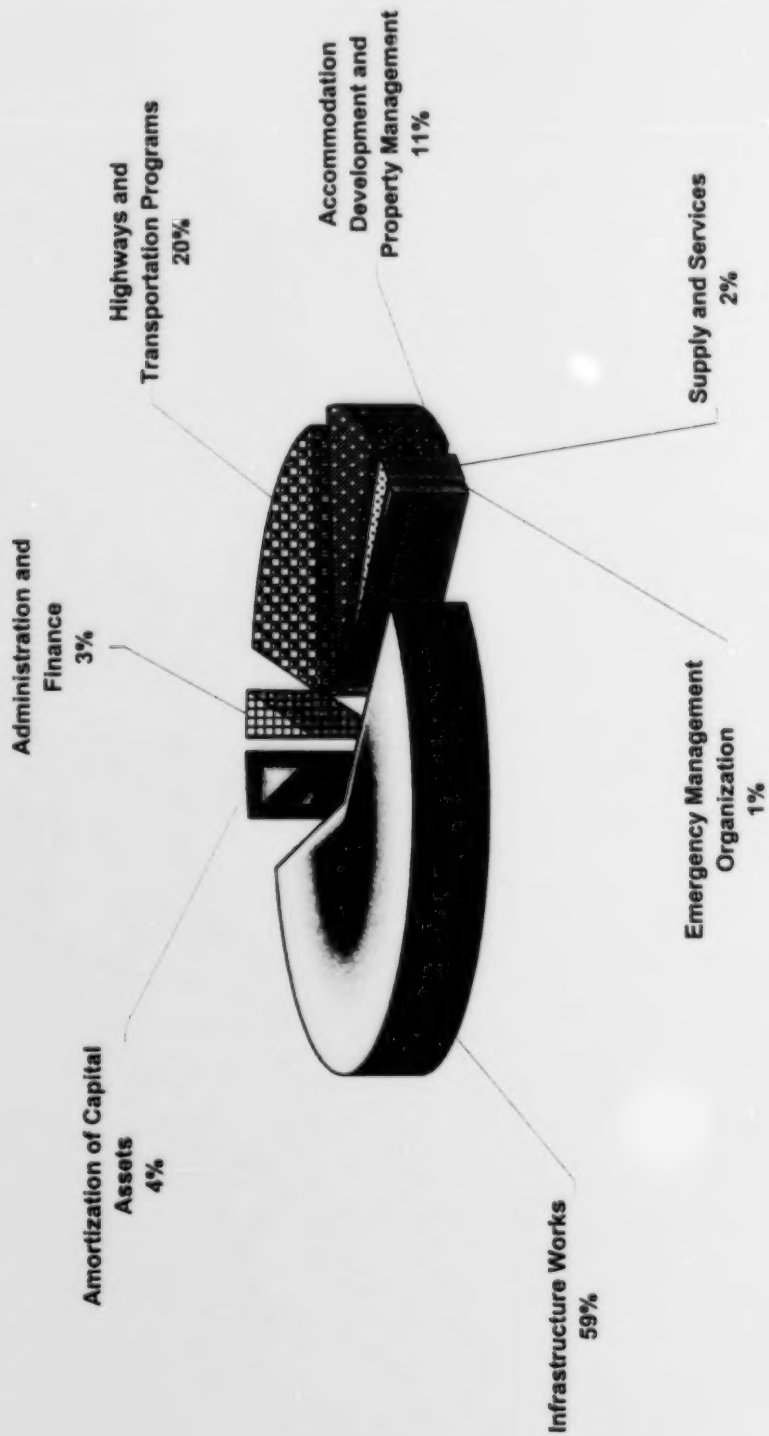
Operating Expenditures	176,746.0	1.9	173,365.4
Capital Grants	2,000.0	-	2,000.0
Infrastructure	107,398.9	2.5	104,791.0
Amortization of Capital Assets	11,475.7	(1.4)	11,634.9
<b>TOTAL APPROPRIATIONS FOR HIGHWAYS AND TRANSPORTATION</b>	<b>297,620.6</b>	<b>2.0</b>	<b>291,791.3</b>

**\*Reconciliation Statement - \$(000s)**

Printed Estimates of Expenditure 1999/2000	- Highways and Transportation	238,749.3
	- Government Services	53,661.7
Transfer of functions to:		
- Finance		(217.5)
- Industry, Trade and Mines		(142.2)
Allocation of funds to:		
- Finance		(260.0)
Estimates of Expenditure 1999/2000 (Adjusted)		<b>291,791.3</b>

# Percentage Distribution of Expenditures by Division

Chart 1



**SCHEDULE 4**

**DEPARTMENT OF HIGHWAYS AND GOVERNMENT SERVICES  
EXPENDITURE SUMMARY  
BY SALARY, OPERATING AND GRANTS**

<b>ELEMENT</b>	<b>ESTIMATES OF EXPENDITURE 2000/01 \$(000'S)</b>	<b>ESTIMATES OF EXPENDITURE 1999/2000 \$(000'S)</b>
Salaries & Employee Benefits (Details on Schedule 5)	121,729.0	121,302.0
OPERATING EXPENDITURES	103,459.6	100,110.8
(Less Recoverable from Other Appropriations)	(101,450.9)	(105,735.2)
GRANTS	938.4	938.4
INFRASTRUCTURE WORKS (LESS Salaries & Recoveries)	161,468.8	163,540.4
AMORTIZATION EXPENSE	11,475.7	11,634.9
<b>TOTAL</b>	<b><u>297,620.6</u></b>	<b><u>291,791.3</u></b>

# DEPARTMENT OF HIGHWAYS AND GOVERNMENT SERVICES

## FULL-TIME EQUIVALENT SUMMARY BY APPROPRIATION

		ESTIMATES OF EXPENDITURE 2000/01 \$(000'S)		ESTIMATES OF EXPENDITURE 1999/2000 \$(000'S)	
APP.		FTE	SALARIES*	FTE	SALARIES
NO.	NO. DIVISION/BRANCH				
15.1	15-1 Administration and Finance				
	(a) Minister's Salary	1.00	27.3	2.00	54.0
	(b) Executive Support	12.00	697.0	16.50	880.7
	(c) Administrative Services	6.50	302.7	6.50	306.1
	(d) Financial Services	26.75	1,232.7	28.75	1,355.5
	(e) Human Resource Services	26.75	1,397.2	26.75	1,391.7
	(f) Information Technology Services	38.00	2,287.2	38.00	2,250.3
	(g) Occupational Health and Safety	3.00	154.8	3.00	156.1
	(h) Lieutenant Governor's Office	2.00	105.3	2.00	107.4
	TOTAL	116.00	6,204.2	123.50	6,501.8
15.2	15-2 Highways and Transportation Programs				
	(a) Management Services	6.00	368.5	6.00	371.3
	(b) Operations and Contracts	42.50	1,879.7	42.50	1,880.7
	(c) Bridges and Structures	37.00	2,047.2	37.00	2,057.1
	(d) Transportation Safety and Regulatory Services	65.31	2,783.1	65.31	2,753.9
	(e) Regional Offices				
	(1) Eastern Region	50.00	2,264.8	50.00	2,261.2
	(2) South Central Region	50.00	2,307.5	50.00	2,307.0
	(3) South Western Region	45.00	2,134.0	45.00	2,149.4
	(4) West Central Region	37.00	1,727.2	37.00	1,722.3
	(5) Northern Region	29.00	1,424.8	29.00	1,407.7
	(f) Other Jurisdictions	15.00	637.0	15.00	637.0
	(g) Planning and Design	33.00	1,687.6	33.00	1,699.9
	(h) Northern Airports & Marine Services	76.23	3,471.9	76.23	3,404.1
	(j) Materials and Research	35.00	1,736.4	35.00	1,729.6
	(k) Traffic Engineering	16.00	816.8	16.00	822.8
	(m) Policy, Planning and Development	28.00	1,765.4	28.00	1,776.5
	(n) Driver and Vehicle Licencing	294.15	11,779.5	294.15	11,849.8

# **DEPARTMENT OF HIGHWAYS AND GOVERNMENT SERVICES** **FULL-TIME EQUIVALENT SUMMARY BY APPROPRIATION**

		ESTIMATES OF EXPENDITURE 2000/01 \$(000'S)		ESTIMATES OF EXPENDITURE 1999/2000 \$(000'S)	
APP.					
NO.	NO. DIVISION/BRANCH	FTE	SALARIES*	FTE	SALARIES
	(p) Boards and Committees				
	(1) Motor Transport and Highway Traffic Boards	7.00	373.9	7.00	376.5
	(2) Licence Suspension Appeal Board and Medical Review Committee	4.00	246.3	4.00	248.0
	(3) Taxicab Board	7.50	333.1	7.50	335.5
	TOTAL	877.69	39,784.7	877.69	39,790.3
15.3	15-3 Accommodation Development and Property Management				
	(a) Accommodation Development	42.38	2,315.7	41.38	2,243.3
	(b) Workshop/Renovations	46.60	2,044.1	47.60	2,059.6
	(c) Physical Plant	358.09	14,541.2	362.29	14,814.9
	(e) Property Services	17.00	723.0	17.00	737.4
	(f) Security and Parking	96.79	3,321.2	84.79	3,004.4
		560.86	22,945.2	553.06	22,859.6
15.4	15-4 Supply and Services				
	(a) Procurement Services	31.60	1,596.2	29.60	1,433.4
	(b) Government Air Services	74.00	4,712.4	74.00	4,401.6
	(c) Desktop Management Services	12.00	809.8	12.00	773.4
	(d) Telecommunications	24.12	1,121.9	24.12	1,112.5
		141.72	8,240.3	139.72	7,720.9
15.5	15-5 Emergency Management Organization				
	(a) Emergency Management Organization	19.00	1,006.1	14.30	797.1

# DEPARTMENT OF HIGHWAYS AND GOVERNMENT SERVICES

## FULL-TIME EQUIVALENT SUMMARY BY APPROPRIATION

APP.	NO.	DIVISION/BRANCH	ESTIMATES OF EXPENDITURE 2000/01 \$(000'S)		ESTIMATES OF EXPENDITURE 1999/2000 \$(000'S)	
			FTE	SALARIES*	FTE	SALARIES
15.6	15-6	Infrastructure Works				
	(a)	Maintenance Program	661.27	21,978.0	661.27	21,953.8
	(b)	Mechanical Equipment Services	204.50	6,966.0	204.50	7,024.0
	(c)	Construction and Upgrading of Provincial Trunk Highways, Provincial Roads and Related Projects	334.50	13,785.5	334.50	13,835.5
	(e)	Work in Municipalities, LGD's and Unorganized Territory	25.00	819.0	25.00	819.0
		TOTAL	<u>1,225.27</u>	<u>43,548.5</u>	<u>1,225.27</u>	<u>43,632.3</u>
		TOTAL FOR DEPARTMENT OF HIGHWAYS & TRANSPORTATION	<u>2,940.54</u>	<u>121,729.0</u>	<u>2,933.54</u>	<u>121,302.0</u>

\* All salary figures, with the exception of the Minister's, include employee benefits as defined in the glossary.

**DEPARTMENT OF HIGHWAYS AND GOVERNMENT SERVICES  
FULL-TIME EQUIVALENT SUMMARY 2000/2001  
BY STAFF CATEGORY**

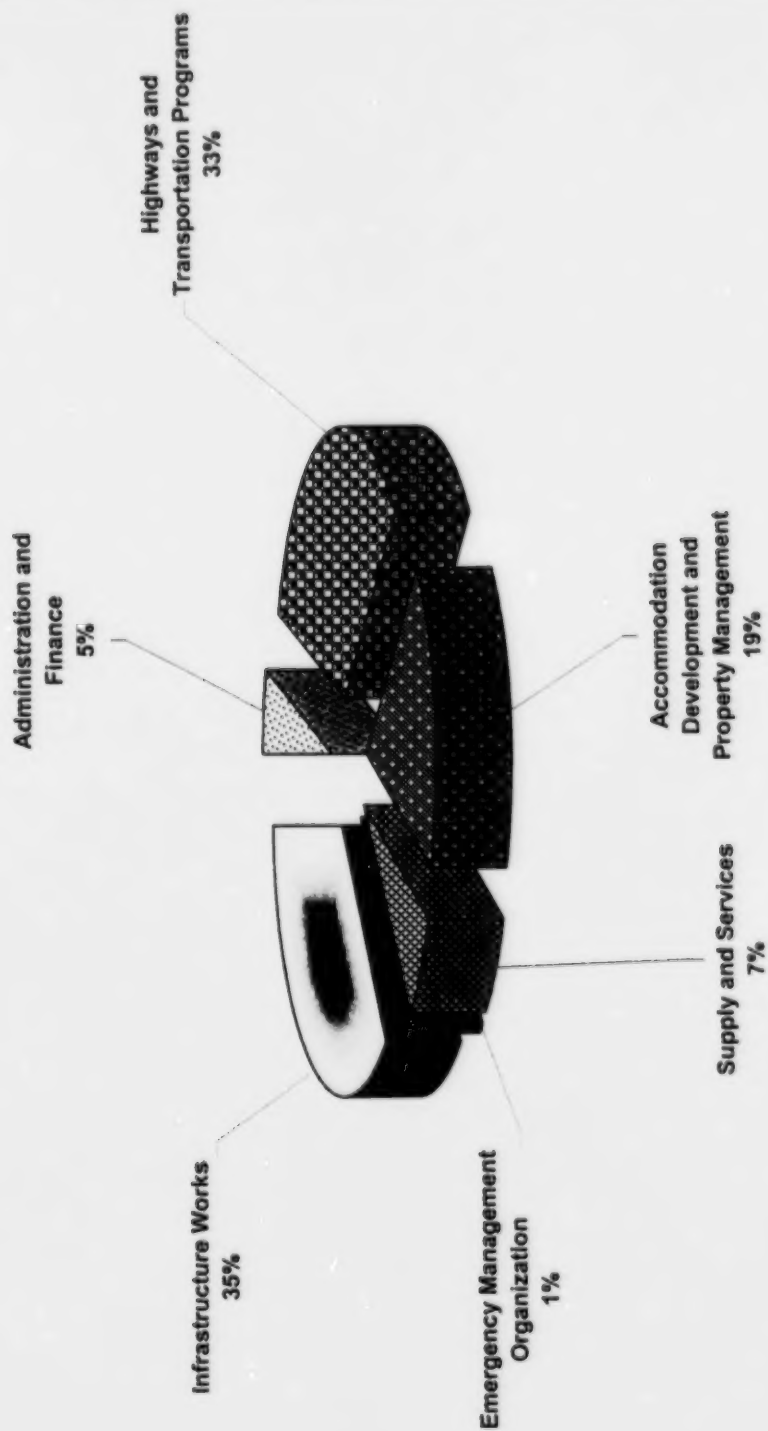
Categories	Division													
	Administration and Finance		Highways and Transportation Programs		Accommodation Development and Property Management		Supply and Services		Emergency Management Organization		Infrastructure Works		TOTAL	
	FTE	\$	FTE	\$	FTE	\$	FTE	\$	FTE	\$	FTE	\$	FTE	\$
Managerial	11.00	800.7	34.00	2,423.4	16.00	989.4	5.00	386.1	2.00	120.8	1.00	63.4	69.00	4,783.8
Professional/ Technical	50.00	2,796.2	483.23	22,074.1	496.86	18,303.8	92.12	5,360.4	-	-	1,201.27	38,576.8	2,323.48	87,111.3
Administrative Support	55.00	2,103.2	360.46	12,288.9	48.00	1,742.6	44.60	1,800.2	17.00	809.1	23.00	861.5	548.06	19,605.5
Board Members	-	-	-	155.6	-	-	-	-	-	-	-	-	-	155.6
TOTAL	116.00	5,700.1	877.69	36,942.0	580.86	21,035.8	141.72	7,546.7	19.00	929.9	1,225.27	39,501.7	2,940.54	111,656.2

**EXPLANATION:**

1. Fractions of full-time equivalent represent weeks of employment. For example: 0.50 FTE means 26 weeks of employment.
2. Reconciliation of Salary Amounts
 

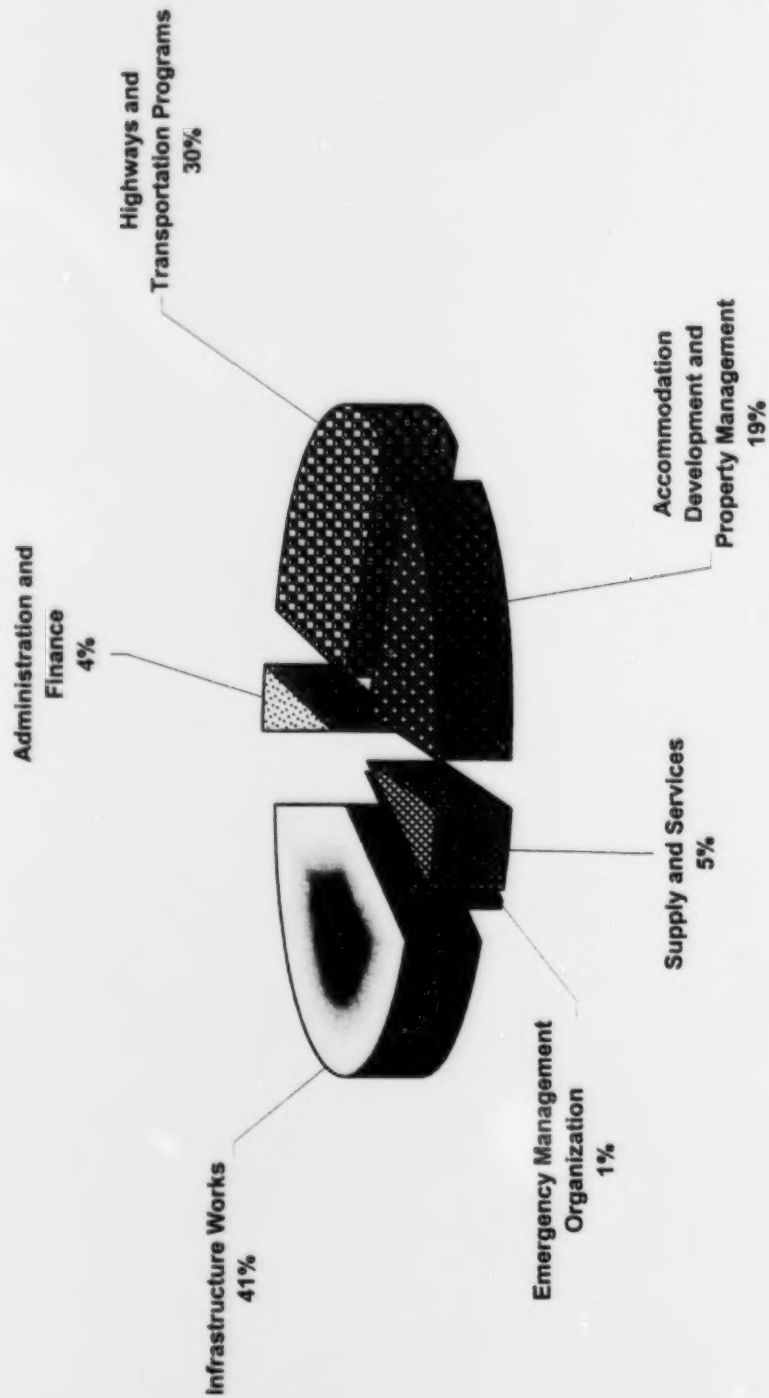
Total Salary Costs per above	111,656.2
Employee Benefits	11,608.3
Allowance for Staff Turnover	(1,535.5)
<b>Net Salary Costs per Schedule 5</b>	<b>121,729.0</b>

**Percentage Distribution of Salaries**  
**Chart 2**





**Percentage Distribution of Full Time Equivalents**  
**Chart 3**



**PART 2**

**PROGRAM AND  
FINANCIAL INFORMATION**

Resolution No.	Approp. No.	Highways and Government Services (15) Details of Appropriation	Estimates of Expenditure 2000/01 \$(000's)	Estimates of Expenditure 1999/2000 \$(000's)
15.1	1.	ADMINISTRATION AND FINANCE	8,384.6	8,754.6
		<ul style="list-style-type: none"> <li>• Coordinates the departmental planning process, reviews legislation, policies and programs.</li> <li>• Develops and administers corporate financial policy, provides centralized budgeting and accounting services, administers the accommodation cost recovery program, and pays the indemnities of the Land Value Appraisal Commission.</li> <li>• Provides human resource management services in the areas of training, career counseling, resource planning, job classification, labour relations, staffing and affirmative action, occupational health and safety, and payroll and benefits administration.</li> <li>• Coordinates systems activities within the Department to ensure appropriate deployment of related resources in addressing management information needs.</li> <li>• Provides for the operation of the Office of the Lieutenant Governor.</li> </ul>		
		a) Minister's Salary	27.3	54.0
		b) Executive Support	824.3	1,038.0
		c) Administrative Services	546.7	548.5
		d) Financial Services	1,655.4	1,772.5
		e) Human Resource Services	1,773.9	1,848.4
		f) Information Technology Services	3,103.6	3,057.0
		g) Occupational Health and Safety	220.7	221.4
		h) Lieutenant Governor's Office	205.3	187.4
		j) Land Value Appraisal Commission	27.4	27.4
			<u>8,384.6</u>	<u>8,754.6</u>

## **SUB-APPROPRIATION 15-1A**

### **MINISTER'S SALARY**

Provides for the additional compensation to which an individual appointed to the Executive Council is entitled.

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
Managerial	<u>1.00</u> <sup>1</sup>	<u>27.3</u>	<u>2.00</u>	<u>54.0</u>

*Explanation:*

1. Position eliminated due to the amalgamation of the former departments of Government Services and Highways and Transportation.

**SUB-APPROPRIATION 15-1B**  
**EXECUTIVE SUPPORT**

**OBJECTIVES:**

To provide executive management direction and monitoring for the Department.

To provide administrative support for the Minister and Deputy Ministers.

**ACTIVITY IDENTIFICATION:**

Advises the Minister on all aspects of policy affecting the Department.

Coordinates and manages the activities of the Department.

Provides administrative support for the offices of the Minister and Deputy Ministers.

**EXPECTED RESULTS:**

The development of departmental policy positions.

The management of departmental activities and projects.

The delivery of administrative services to the offices of the Minister and Deputy Ministers.

## **SUB-APPROPRIATION 15-1B**

### **EXECUTIVE SUPPORT**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	2.00	224.8	2.00	225.6
Professional/Technical	2.00	97.1	2.00	97.1
Administrative Support	8.00	311.7	12.50	478.2
Employee Benefits	-	73.2	-	81.8
	12.00	706.8	16.50	882.7
Less: Allowance for Staff Turnover	-	(9.8)	-	(2.0)
Total Salaries & Employee Benefits	12.00 <sup>1</sup>	697.0	16.50	880.7

### **OTHER EXPENDITURES**

Transportation	52.5	52.5
Communication	25.7	31.8
Supplies and Services	26.6	36.7
Other Operating	22.5	36.3
Total Other Expenditures	127.3	157.3
TOTAL SUB-APPROPRIATION	824.3	1,038.0

#### **Explanation:**

1. Four and a half positions eliminated due to the amalgamation of the former departments of Government Services and Highways and Transportation.

## **SUB-APPROPRIATION 15-1C**

### **ADMINISTRATIVE SERVICES**

#### **OBJECTIVES:**

To develop, monitor and evaluate management policies, systems and procedures to ensure effective and efficient operation of departmental functions.

#### **ACTIVITY IDENTIFICATION:**

Provides management and administrative support to the functional divisions of the Department and the Minister's and Deputy Ministers' offices.

Provides overall direction to Financial Services, Human Resource Services, Information Technology Services, Occupational Health and Safety and Claims Investigation.

Facilitates an integrated resource allocation process within the Department and coordinates the annual estimates process.

Provides central administrative support related to physical assets management, communications, vehicle administration and interpretation of administrative policy.

Provides for the administration of the Freedom of Information and Protection of Privacy Act.

Coordinates the department's business plan process.

#### **EXPECTED RESULTS:**

Appropriate utilization of departmental resources and effective program delivery through the provision of executive management direction, integrated planning and policy development, as well as central support services.

Development and distribution of the Department's main estimates.

Development of an annual business plan.

Appropriate management of the Department's physical assets and communication networks as well as consistent application of administrative policy.

Effective response to all applications under the Freedom of Information and Protection of Privacy Act.

**SUB-APPROPRIATION 15-1C****ADMINISTRATIVE SERVICES**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	1.00	85.7	1.00	86.3
Administrative Support	5.50	192.9	5.50	195.7
Employee Benefits	-	26.1	-	26.1
	6.50	304.7	6.50	308.1
Less: Allowance for Staff Turnover	-	(2.0)	-	(2.0)
Total Salaries & Employee Benefits	6.50	302.7	6.50	306.1

**OTHER EXPENDITURES**

Transportation	10.0	10.0
Communication	75.0	75.0
Supplies and Services	135.0	133.4
Other Operating	24.0	24.0
Total Other Expenditures	244.0	242.4
TOTAL SUB-APPROPRIATION	546.7	548.5



## **SUB-APPROPRIATION 15-1D**

### **FINANCIAL SERVICES**

#### **OBJECTIVES:**

To maintain an active comptrollership function by ensuring that financial and administrative policies, services and reporting systems are both developed and administered to effectively meet management and internal requirements.

To provide central financial management services in accordance with governing legislation and to establish financial administration policies and procedures.

#### **ACTIVITY IDENTIFICATION:**

Plans, organizes and evaluates departmental financial administration and management activities comprising comprehensive budget estimates planning and support services, financial forecasting and reporting, processing receipts and disbursements, appropriation control, and provision of functional direction on financial and administrative policies and operational procedures and practices to divisional staff.

Maintains key activities essential to fulfilling requirements under the Financial Administration Act, The Appropriations Act(s), Treasury Board Directives and central government and departmental policies.

Manages an Accommodation Cost Recovery system that allocates charges to all tenants that occupy owned or leased office and warehouse space.

#### **EXPECTED RESULTS:**

Provision of an active comptrollership function, ensuring that financial and administrative matters are handled effectively and efficiently, while complying with government policies and procedures.

Improvement of fiscal management, accountability and control over departmental resources through enhancement of program and management reporting, and provision of timely and accurate decision-making information to the departmental executive.

Provision of comprehensive and timely financial reports relative to departmental expenditures and revenues.

Delivery of an accommodation cost recovery process including establishing and amending relevant policies and administrative procedures.

## **SUB-APPROPRIATION 15-1D**

### **FINANCIAL SERVICES**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	1.00	74.0	2.00	144.2
Professional/Technical	9.00	453.1	10.00	492.9
Administrative Support	16.75	604.5	16.75	608.2
Employee Benefits	-	117.2	-	119.2
	<u>26.75</u>	<u>1,248.8</u>	<u>28.75</u>	<u>1,364.5</u>
Less: Allowance for Staff Turnover	-	(16.1)	-	(9.0)
Total Salaries & Employee Benefits	<u>26.75</u> <sup>1</sup>	<u>1,232.7</u>	<u>28.75</u>	<u>1,355.5</u>

### **OTHER EXPENDITURES**

Transportation	14.4	12.4
Communication	64.5	80.5
Supplies and Services	271.8	227.5
Other Operating	<u>72.0</u>	<u>96.6</u>
Total Other Expenditures	<u>422.7</u>	<u>417.0</u>
TOTAL SUB-APPROPRIATION	<u>1,655.4</u>	<u>1,772.5</u>

#### **Explanation:**

1. Two vacant positions eliminated due to the amalgamation of the former departments of Government Services and Highways and Transportation.

## **SUB-APPROPRIATION 15-1E**

### **HUMAN RESOURCE SERVICES**

#### **OBJECTIVES:**

To effectively meet the human resource needs of the Department through the provision of comprehensive personnel programs, payroll services, benefits, administration and employee information and training systems.

#### **ACTIVITY IDENTIFICATION:**

Provides professional expertise to the department in the areas of human resource planning, training and development, recruitment and selection, classification, labour relations, employee relations, and pay and benefits documentation and administration.

Represents the department in all human resource dealings with central/external agencies.

Coordinates and integrates departmental Employment Equity program.

#### **EXPECTED RESULTS:**

To recruit qualified staff to employment opportunities using current assessment techniques that accurately match position and applicant knowledge, skills and abilities.

To classify new and changed positions under delegated and non-delegated authority to reflect appropriate and consistent classification within the department and throughout government.

To promote an employee relations environment that encourages early intervention and appropriate resolution of workplace issues.

To deliver payroll and benefit services to staff.

To develop and delivery in-house training programs and educational assistance programs to enhance the knowledge, skills and abilities of individuals; the corporate culture of the department and the sustainability of the employment of department employees.

To provide Employment Equity Strategies to enhance the retention of target group employees.

**SUB-APPROPRIATION 15-1E****HUMAN RESOURCE SERVICES**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	2.00	139.2	2.00	139.7
Professional/Technical	10.00	531.3	10.00	533.4
Administrative Support	14.75	604.9	14.75	598.4
Employee Benefits	-	133.9	-	122.2
	26.75	1,409.3	26.75	1,393.7
Less: Allowance for Staff Turnover	-	(12.1)	-	(2.0)
Total Salaries & Employee Benefits	26.75	1,397.2	26.75	1,391.7

**OTHER EXPENDITURES**

Transportation	14.1	14.1
Communication	70.4	71.4
Supplies and Services	185.0	195.5
Other Operating	107.2	175.7
Total Other Expenditures	376.7	456.7
TOTAL SUB-APPROPRIATION	1,773.9	1,848.4

## **SUB-APPROPRIATION 15-1F**

### **INFORMATION TECHNOLOGY SERVICES**

#### **OBJECTIVES:**

To evaluate, develop, implement, maintain, monitor, and operate automated and related manual information exchange and processing systems that meet the Department's needs in both the short-term and long-term.

#### **ACTIVITY IDENTIFICATION:**

Prepares departmental information technology system plans.

Provides consultative services to senior management.

Conducts system studies.

Designs, acquires, develops, implements, maintains and deploys all automated information systems and equipment in the Department.

Provides direction and leadership in office automation and in data base design Department-wide.

Provides central computer operations data entry support.

Provides policy direction, training and operational support to staff in the regional offices in the area of information systems management.

#### **EXPECTED RESULTS**

The development of departmental plans for use of information technology.

The evaluation, development, implementation and maintenance of effective automated systems and facilities.

The delivery of effective automation support functions.

**SUB-APPROPRIATION 15-1F****INFORMATION TECHNOLOGY SERVICES**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	2.00	145.3	2.00	143.0
Professional/Technical	29.00	1,714.7	29.00	1,680.6
Administrative Support	7.00	252.1	7.00	254.1
Employee Benefits	-	204.3	-	192.6
	38.00	2,316.4	38.00	2,270.3
Less: Allowance for Staff Turnover	-	(29.2)	-	(20.0)
Total Salaries & Employee Benefits	38.00	2,287.2	38.00	2,250.3

**OTHER EXPENDITURES**

Transportation	11.1	11.1
Communication	29.5	28.5
Supplies and Services	353.8	326.7
Other Operating	422.0	440.4
Total Other Expenditures	816.4	806.7
TOTAL SUB-APPROPRIATION	3,103.6	3,057.0

## **SUB-APPROPRIATION 15-1G**

### **OCCUPATIONAL HEALTH AND SAFETY**

#### **OBJECTIVES:**

To identify and minimize potential risks to the health, safety and well being of employees, visitors and the public arising out of work activities performed by, or on behalf of, the Department. To integrate injured workers back into the workplace at the earliest delivery of the Workers compensation Claims Management Program.

#### **ACTIVITY IDENTIFICATION:**

Develops, implements and monitors occupational health and safety programs, including the Hearing Conservation Program, the Workplace Hazardous Materials Control Program, the First Aid Program, Fleet Safety Program and the Health and Safety Training Program.

Conducts work site inspections and environmental monitoring.

Provides direction in the rehabilitation of injured workers.

Manages Workers Compensation claims and costs.

Provides policy direction, training and operational support to staff in the regional offices in the area of occupational health and safety management.

#### **EXPECTED RESULTS:**

The detection and elimination of safety and health hazards.

Elimination of job-related hearing disorders through effective monitoring of workplace noise levels and audiogram testing.

High level of employee awareness of the hazards and safe handling, storage and disposal procedures of hazardous materials within the workplace.

Adequate employee knowledge of and ability to successfully administer emergency first aid procedures.

Timely and effective re-integration of injured workers back into the workplace.

**SUB-APPROPRIATION 15-1G****OCCUPATIONAL HEALTH & SAFETY**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	1.00	48.4	1.00	48.8
Administrative Support	2.00	96.3	2.00	97.2
Employee Benefits	-	12.1	-	12.1
	3.00	156.8	3.00	158.1
Less: Allowance for Staff Turnover	-	(2.0)	-	(2.0)
Total Salaries & Employee Benefits	3.00	154.8	3.00	156.1
<b>OTHER EXPENDITURES</b>				
Transportation		10.0		10.0
Communication		6.0		6.0
Supplies and Services		27.0		27.0
Other Operating		22.9		22.3
Total Other Expenditures		65.9		65.3
TOTAL SUB-APPROPRIATION		220.7		221.4



## **SUB-APPROPRIATION 15-1H**

### **LIEUTENANT GOVERNOR'S OFFICE**

#### **OBJECTIVES:**

To provide support staff and related expenditures for operations of the Office of the Lieutenant Governor.

#### **ACTIVITY IDENTIFICATION:**

The Lieutenant Governor summons and prorogues the Legislative Assembly, approves Orders-in-Council with consent of the Legislative Assembly, and gives Royal Assent to Legislation.

The Administration appropriation provides staff, office operating expenses, incidental and domestic allowances to enable the Lieutenant Governor to fulfill the official duties and functions of the position.

#### **EXPECTED RESULTS:**

The delivery of administrative services to the Office of the Lieutenant Governor.

**SUB-APPROPRIATION 15-1H****LIEUTENANT GOVERNOR'S OFFICE**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	1.00	56.0	1.00	56.4
Administrative Support	1.00	40.8	1.00	41.1
Employee Benefits	-	10.6	-	9.9
	2.00	107.4	2.00	107.4
Less: Allowance for Staff Turnover	-	(2.1)	-	
Total Salaries & Employee Benefits	2.00	105.3	2.00	107.4
<b>OTHER EXPENDITURES</b>				
Transportation		19.2		19.2
Communication		12.6		12.2
Supplies and Services		35.9		44.4
Other Operating		32.3		4.2
Total Other Expenditures		100.0		80.0
TOTAL SUB-APPROPRIATION		205.3		187.4

## **SUB-APPROPRIATION 15-1J**

### **LAND VALUE APPRAISAL COMMISSION**

#### **OBJECTIVES:**

To act as an independent group to review government land purchases and expropriations in accordance with the Land Acquisition Act and the Expropriation Act.

#### **ACTIVITY IDENTIFICATION:**

Determines and certifies due compensation for the acquisition of land by any designated authority with the power of purchase or expropriation.

Provides "Reasons" with respect to decisions involving contentious matters for publishing in the Canada Law Book - "Land Compensation Reports".

Reviews land transfer agreements handled by Land management Services with values in excess of predetermined amounts in an administrative rather than adjudicatory role.

#### **EXPECTED RESULTS:**

Issuance of certificates within 14 days of a hearing including fair market value and award of due compensation for any losses, damages and costs incurred.

Public hearings within 2 weeks after receipt of a request involving an agreement and within 8 weeks for a non-agreement.

**SUB-APPROPRIATION 15-1J**

**LAND VALUE APPRAISAL COMMISSION**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Total Other Expenditures		<u>27.4</u>		<u>27.4</u>
TOTAL SUB-APPROPRIATION		<u><u>27.4</u></u>		<u><u>27.4</u></u>

Resolution No.	Approp. No.	Highways and Government Services (15) Details of Appropriation	Estimates of Expenditure 2000/01 \$(000's)	Estimates of Expenditure 1999/2000 \$(000's)
15.2	2.	<b>HIGHWAYS AND TRANSPORTATION PROGRAMS</b>	<b>59,501.5</b>	<b>58,974.5</b>
		<ul style="list-style-type: none"> <li>• Provides central management services and specialized functional support in contract administration, bridge design and engineering to the Department's construction, maintenance, winter roads and municipal assistance programs.</li> <li>• Provides for safe movement of vehicular traffic on Manitoba Highways by the enforcement of safety regulations.</li> <li>• Provides program management, planning and highway design to support the development of the primary and secondary roads system.</li> <li>• Provides for the operation and maintenance of provincial airports and ferries in Northern Manitoba.</li> <li>• Provides technical services in materials and research activities and traffic engineering.</li> <li>• Provides policy advice, planning, research and co-ordination for all modes of freight and passenger activity. Provides federal/provincial, inter-provincial and industry liaison.</li> <li>• Administers programs for the licencing of drivers and vehicles and collects revenues provided for in The Highway Traffic Act.</li> <li>• Regulates motor carriers, administers The Highway Protection, Highway Traffic and Off-Road Vehicles Acts; provides an appeal procedure for citizens whose driving privileges have been suspended; regulates taxicab, limousine and handivan licencing within the City of Winnipeg.</li> </ul>		

Resolution No.	Approp. No.	Highways and Transportation (15) Details of Appropriation	Estimates of Expenditure 2000/01 \$(000's)	Estimates of Expenditure 1999/2000 \$(000's)
15.2	2.	HIGHWAYS AND TRANSPORTATION PROGRAMS	59,501.5	58,974.5
		a) Management Services	426.0	427.3
		b) Operations and Contracts	2,456.3	2,452.8
		c) Bridges and Structures	2,390.7	2,394.3
		d) Transportation Safety and Regulatory Services	3,874.9	3,420.7
		e) Regional Offices		
		1) Eastern Region Office	2,802.8	2,793.2
		2) South Central Region Office	2,925.9	2,919.4
		3) South Western Region Office	2,682.6	2,691.8
		4) West Central Region Office	2,191.1	2,180.7
		5) Northern Region Office	1,878.9	1,858.0
		f) Other Jurisdictions	1,500.0	1,500.0
		g) Planning and Design	2,143.6	2,151.0
		h) Northern Airports and Marine Services	5,942.7	5,791.3
		j) Materials and Research	1,214.9	1,204.3
		k) Traffic Engineering	1,064.1	1,067.2
		m) Policy, Planning and Development	2,564.8	2,319.5
		n) Driver and Vehicle Licencing	22,073.4	22,429.9
		p) Boards and Committees		
		1) Motor Transport and Highway Traffic Boards	574.2	575.7
		2) Licence Suspension Appeal Board and Medical Review Committee	362.3	363.2
		3) Taxicab Board	432.3	434.2
			<u>59,501.5</u>	<u>58,974.5</u>

## **SUB-APPROPRIATION 15-2A**

### **MANAGEMENT SERVICES**

#### **OBJECTIVES:**

To provide management direction to the Construction and Maintenance Division.

To ensure the effective and efficient delivery of the road construction, maintenance and municipal assistance programs in all regions and the establishment of effective environmentally sensitive standards for the use of resources and materials, and the materials, and the management of waste.

#### **ACTIVITY IDENTIFICATION:**

Provides management of the Department's road construction, maintenance and municipal assistance programs delivered through the five regions.

Provides administrative support to Branch managers.

Monitors effectiveness of standards, services and facilities within the jurisdiction of the Division.

#### **EXPECTED RESULTS:**

Adherence to prescribed standards, specifications, procedures and budgetary considerations.

Effective delivery of the road construction and maintenance programs in all regions of the Province to allow safe, efficient and convenient movement of people and goods.

Elimination or minimization of adverse environmental impacts through province-wide conformance with program standards respecting resource conservation, waste management and safe handling and storage of materials and chemicals.

**SUB-APPROPRIATION 15-2A****MANAGEMENT SERVICES**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	2.00	164.7	2.00	166.0
Administrative Support	4.00	167.8	4.00	169.3
Employee Benefits	-	36.0	-	36.0
Total Salaries & Employee Benefits	6.00	368.5	6.00	371.3

**OTHER EXPENDITURES**

Transportation	13.7	13.7
Communication	10.0	10.0
Supplies and Services	26.6	26.6
Other Operating	7.2	5.7
Total Other Expenditures	57.5	56.0
TOTAL SUB-APPROPRIATION	426.0	427.3



## **SUB-APPROPRIATION 15-2B**

### **OPERATIONS AND CONTRACTS**

#### **OBJECTIVES:**

To ensure the timely preparation, advertising, award and payment of contracts pertaining to construction and maintenance.

To ensure that effective maintenance and construction standards, specifications and procedures are in place and adhered to in the delivery of the construction and maintenance programs.

#### **ACTIVITY IDENTIFICATION:**

Administers contracts, including setting specifications, preparing tender and contract documents, advertising, awarding contracts, and processing contract payments.

Establishes effective standards, specifications and procedures for the use of environmental resources, materials and management of wastes.

Establishes province wide construction and maintenance standards, specifications and procedures for construction projects, summer, winter and extraordinary maintenance.

Closely monitors the quality, quantity, cost, progress and delivery of the construction and maintenance programs through various quality assurance systems and ensures an acceptable level of technical training.

#### **EXPECTED RESULTS:**

Fair, consistent and enforceable contracts that properly protect government interests and objectives.

Timely preparation, advertising, award and payment of contracts for highway construction and maintenance projects in Manitoba.

Adherence to prescribed construction and maintenance standards, specifications, procedures and budgetary considerations.

**SUB-APPROPRIATION 15-2B****OPERATIONS AND CONTRACTS**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	3.00	204.4	3.00	206.0
Professional/Technical	21.00	1,021.0	21.00	1,016.9
Administrative Support	18.50	578.0	18.50	573.7
Employee Benefits	-	151.3	-	149.1
	42.50	1,954.7	42.50	1,945.7
Less: Allowance for Staff Turnover	-	(75.0)	-	(65.0)
Total Salaries & Employee Benefits	42.50	1,879.7	42.50	1,880.7

**OTHER EXPENDITURES**

Grants	62.5	62.5
Transportation	97.2	97.2
Communication	53.1	53.1
Supplies and Services	303.4	303.4
Other Operating	60.4	55.9
Total Other Expenditures	576.6	572.1
TOTAL SUB-APPROPRIATION	2,456.3	2,452.8

## **SUB-APPROPRIATION 15-2C**

### **BRIDGES AND STRUCTURES**

#### **OBJECTIVES:**

To ensure safe provincial bridge infrastructure through effective delivery of the bridge construction and maintenance programs.

#### **ACTIVITY IDENTIFICATION:**

Designs bridges, grade separation structures, overhead sign structures, large culverts and other miscellaneous structures; prepares detailed plans and specifications and supervises construction.

Rates existing bridges and structures for increased allowable highway loading and special permit overloads.

Monitors and inspects bridges, structures and large culverts under departmental jurisdiction.

Coordinates the repair and maintenance of existing bridges, structures, large culverts, and assists in flood fighting and restoration.

Provides assistance to Regions on hydraulics, soil investigation and analysis, and structural matters.

Administers the Rural Municipal Bridge Assistance Program.

Provides engineering advice on existing and proposed bridges, culverts and structures.

#### **EXPECTED RESULTS:**

The construction of new bridges, culverts and structures to standards that provide for the safe and efficient passage of vehicles.

The provision of adequate bridge inspection, rating and maintenance activities to maintain the safety and integrity of existing bridge infrastructure.

Assistance to municipal and local governments in the construction of local bridge infrastructure.

**SUB-APPROPRIATION 15-2C****BRIDGES AND STRUCTURES**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	3.00	207.4	3.00	209.0
Professional/Technical	30.00	1,573.0	30.00	1,576.4
Administrative Support	4.00	134.0	4.00	135.0
Employee Benefits	-	182.8	-	181.7
	37.00	2,097.2	37.00	2,102.1
Less: Allowance for Staff Turnover	-	(50.0)	-	(45.0)
Total Salaries & Employee Benefits	37.00	2,047.2	37.00	2,057.1
<b>OTHER EXPENDITURES</b>				
Transportation		22.0		22.0
Communication		37.0		37.0
Supplies and Services		191.2		191.2
Other Operating		93.3		87.0
Total Other Expenditures		343.5		337.2
TOTAL SUB-APPROPRIATION		2,390.7		2,394.3

## **SUB-APPROPRIATION 15-2D**

### **TRANSPORTATION SAFETY AND REGULATORY SERVICES**

#### **OBJECTIVES:**

To enhance public safety through the development, communication and administration of commercial motor carrier regulatory and safety services in a manner that protects highway infrastructure and promotes the economy.

#### **ACTIVITY IDENTIFICATION:**

Develops, administers and monitors programs relative to the commercial motor carrier industry including Weights and Dimensions, Commercial Vehicle Safety Alliance (CVSA) Mechanical Truck Safety Inspection Program. Dangerous Goods, Licencing, various National Safety Code initiatives and Spring Road Restriction Program.

Develops and applies Oversize, Overweight Permit Policies and collects various single trip, fuel tax, permit and authority fees.

Coordinates program development in consultation with stakeholders and delivers educational seminars on various safety and regulatory initiatives.

Administers a Safety Fitness Test upon entry to the industry by for-hire carriers.

Delivers a carrier facility audit program that conducts for cause on-site audits of carrier records and inspections of carrier vehicles and rates the safety performance of carriers operating in Manitoba, regardless of base jurisdiction, according to established standards.

Maintains a carrier profile database containing information on certification, driver and carrier convictions, facility audit information, accident information and vehicle inspection data.

#### **EXPECTED RESULTS:**

Compliance with regulatory and safety initiatives relative to the commercial transport industry to preserve Manitoba's highway infrastructure investment and enhance public safety.

Enhanced economic viability through development of special programs for Manitoba businesses dependent on trucking industry.

Reduction in the number of commercial vehicle collisions and fatalities through enhanced monitoring and evaluation of carrier safety programs and fitness ratings and improved enforcement of provincial and federal legislation, inter-jurisdictional exchange of commercial vehicle information and educational awareness programs.

**SUB-APPROPRIATION 15-2D****TRANSPORTATION SAFETY AND REGULATORY SERVICES**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	2.00	137.5	2.00	138.6
Technical/Professional	42.00	1,660.8	42.00	1,632.1
Administrative Support	21.31	785.0	21.31	783.8
Employee Benefits	-	254.8	-	249.4
	65.31	2,838.1	65.31	2,803.9
Less: Allowance for Staff Turnover	-	(55.0)	-	(50.0)
Total Salaries & Employee Benefits	65.31	2,783.1	65.31	2,753.9
<b>OTHER EXPENDITURES</b>				
Transportation		229.4		229.4
Communication		57.4		57.4
Supplies and Services		625.6		205.7
Other Operating		179.4		174.3
Total Other Expenditures		1,091.8 <sup>1</sup>		666.8
TOTAL SUB-APPROPRIATION		3,874.9		3,420.7

**Explanation:**

1. Increase primarily due to the Carrier Profile System upgrade.

## **SUB-APPROPRIATION 15-2E-1**

### **EASTERN REGION OFFICE**

#### **OBJECTIVES:**

To effectively develop and deliver the road construction, maintenance, winter road and municipal assistance programs in the region, ensuring that projects and activities are carried out to departmental standards and incorporate the principles of sustainable development.

#### **ACTIVITY IDENTIFICATION:**

Coordinates engineering, construction supervision and maintenance field operations for highway programs in the region.

Liaises with central office to ensure uniformity and consistency with respect to policy, standards and procedures.

Conducts road maintenance activities in an environmentally sound and economically sustainable manner by reclaiming and recycling materials, by operating equipment in a cost-effective manner and by providing for effective material storage and waste management.

Prepares project proposals and priorities within the region.

Monitors work to ensure quality control and adherence to specifications and standards.

Processes applications for permission to place buried cables under provincial highways.

Administers all financial and general administrative matters for the region.

#### **EXPECTED RESULTS:**

All provincial highways and roads in the region are constructed, upgraded and maintained to a standard that provides for the safe, efficient and convenient movement of people, goods and services and promotes sustainable economic growth.

Distribution and communication of project status reports.

The development of project proposals identified for future consideration and prioritization.

Protection of highway infrastructure through appropriate review and processing of requests for buried cables.

Effective planning and programming capabilities and sound financial and management control.

**SUB-APPROPRIATION 15-2E-1****EASTERN REGION OFFICE**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	1.00	77.0	1.00	77.6
Technical/Professional	33.00	1,517.7	33.00	1,515.4
Administrative Support	16.00	508.0	16.00	503.5
Employee Benefits	-	207.1	-	204.7
	50.00	2,309.8	50.00	2,301.2
Less: Allowance for Staff Turnover	-	(45.0)	-	(40.0)
Total Salaries & Employee Benefits	50.00	2,264.8	50.00	2,261.2

**OTHER EXPENDITURES**

Transportation	70.0	70.0
Communication	80.0	80.0
Supplies and Services	327.9	327.9
Other Operating	60.1	54.1
Total Other Expenditures	538.0	532.0
TOTAL SUB-APPROPRIATION	2,802.8	2,793.2



## **SUB-APPROPRIATION 15-2E-2**

### **SOUTH CENTRAL REGION OFFICE**

#### **OBJECTIVES:**

To effectively develop and deliver the road construction, maintenance and municipal assistance programs in the region, ensuring that projects and activities are carried out to departmental standards and incorporate the principles of sustainable development.

#### **ACTIVITY IDENTIFICATION:**

Coordinates engineering, construction supervision and maintenance field operations for highway programs in the region.

Liaises with central office to ensure uniformity and consistency with respect to policy, standards and procedures.

Conducts road maintenance activities in an environmentally sound and economically sustainable manner by reclaiming and recycling materials, by operating equipment in a cost-effective manner and by providing for effective material storage and waste management.

Prepares project proposals and priorities within the region.

Monitors contract work to ensure quality control and specifications standards.

Processes applications for permission to place buried cables under provincial highways.

Administers all financial and general administrative matters for the region.

#### **EXPECTED RESULTS:**

All provincial highways and roads in the region are constructed, upgraded and maintained to a standard that provides for the safe, efficient and convenient movement of people, goods and services and promotes sustainable economic growth.

Distribution and communication of project status reports.

The development of project proposals identified for future consideration and prioritization.

Protection of highway infrastructure through appropriate review and processing of requests for buried cables.

Effective planning and programming capabilities and sound financial and management control.

**SUB-APPROPRIATION 15-2E-2****SOUTH CENTRAL REGION OFFICE**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	1.00	77.0	1.00	77.6
Technical/Professional	32.00	1,482.8	32.00	1,480.1
Administrative Support	17.00	578.0	17.00	576.7
Employee Benefits	-	214.7	-	212.6
	50.00	2,352.5	50.00	2,347.0
Less: Allowance for Staff Turnover	-	(45.0)	-	(40.0)
Total Salaries & Employee Benefits	50.00	2,307.5	50.00	2,307.0
<b>OTHER EXPENDITURES</b>				
Transportation		90.0		90.0
Communication		80.0		80.0
Supplies and Services		373.8		373.8
Other Operating		74.6		68.6
Total Other Expenditures		618.4		612.4
TOTAL SUB-APPROPRIATION		2,925.9		2,919.4

## **SUB-APPROPRIATION 15-2E-3**

### **SOUTH WESTERN REGION OFFICE**

#### **OBJECTIVES:**

To effectively develop and deliver the road construction, maintenance and municipal assistance programs in the region, ensuring that projects and activities are carried out to departmental standards and incorporate the principles of sustainable development.

#### **ACTIVITY IDENTIFICATION:**

Coordinates engineering, construction supervision and maintenance field operations for highway programs in the region.

Liaises with central office to ensure uniformity and consistency with respect to policy, standards and procedures.

Conducts road maintenance activities in an environmentally sound and economically sustainable manner by reclaiming and recycling materials, by operating equipment in a cost-effective manner and by providing for effective material storage and waste management.

Prepares project proposals and priorities within the region.

Monitors contract work to ensure quality control and specifications standards.

Processes applications for permission to place buried cables under provincial highways.

Administers all financial and general administrative matters for the region.

#### **EXPECTED RESULTS:**

All provincial highways and roads in the region are constructed, upgraded and maintained to a standard that provides for the safe, efficient and convenient movement of people, goods and services and promotes sustainable economic growth.

Distribution and communication of project status reports.

The development of project proposals identified for future consideration and prioritization.

Protection of highway infrastructure through appropriate review and processing of requests for buried cables.

Effective planning and programming capabilities and sound financial and management control.

**SUB-APPROPRIATION 15-2E-3****SOUTH WESTERN REGION OFFICE**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	1.00	77.0	1.00	77.6
Technical/Professional	29.00	1,463.8	29.00	1,468.8
Administrative Support	15.00	441.6	15.00	445.0
Employee Benefits	-	196.6	-	196.0
	45.00	2,179.0	45.00	2,187.4
Less: Allowance for Staff Turnover	-	(45.0)	-	(38.0)
Total Salaries & Employee Benefits	45.00	2,134.0	45.00	2,149.4
<b>OTHER EXPENDITURES</b>				
Transportation		68.0		68.0
Communication		82.0		82.0
Supplies and Services		325.4		325.4
Other Operating		73.2		67.0
Total Other Expenditures		548.6		542.4
TOTAL SUB-APPROPRIATION		2,682.6		2,691.8

## **SUB-APPROPRIATION 15-2E-4**

### **WEST CENTRAL REGION OFFICE**

#### **OBJECTIVES:**

To effectively develop and deliver the road construction, maintenance and municipal assistance programs in the region, ensuring that projects and activities are carried out to departmental standards and incorporate the principles of sustainable development.

#### **ACTIVITY IDENTIFICATION:**

Coordinates engineering, construction supervision and maintenance field operations for highway programs in the region.

Liaises with central office to ensure uniformity and consistency with respect to policy, standards and procedures.

Conducts road maintenance activities in an environmentally sound and economically sustainable manner by reclaiming and recycling materials, by operating equipment in a cost-effective manner and by providing for effective material storage and waste management.

Prepares project proposals and priorities within the region.

Monitors contract work to ensure quality control and specifications standards.

Processes applications for permission to place buried cables under provincial highways.

Administers all financial and general administrative matters for the region.

#### **EXPECTED RESULTS:**

All provincial highways and roads in the region are constructed, upgraded and maintained to a standard that provides for the safe, efficient and convenient movement of people, goods and services and promotes sustainable economic growth.

Distribution and communication of project status reports.

The development of project proposals identified for future consideration and prioritization.

Protection of highway infrastructure through appropriate review and processing of requests for buried cables.

Effective planning and programming capabilities and sound financial and management control.

**SUB-APPROPRIATION 15-2E-4****WEST CENTRAL REGION OFFICE**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	1.00	77.0	1.00	77.6
Technical/Professional	24.00	1,124.0	24.00	1,116.9
Administrative Support	12.00	414.0	12.00	412.8
Employee Benefits	-	152.2	-	150.0
	37.00	1,767.2	37.00	1,757.3
Less: Allowance for Staff Turnover	-	(40.0)	-	(35.0)
Total Salaries & Employee Benefits	37.00	1,727.2	37.00	1,722.3
<b>OTHER EXPENDITURES</b>				
Transportation		60.0		60.0
Communication		48.0		48.0
Supplies and Services		265.4		265.4
Other Operating		90.5		85.0
Total Other Expenditures		463.9		458.4
TOTAL SUB-APPROPRIATION		2,191.1		2,180.7

## **SUB-APPROPRIATION 15-2E-5**

### **NORTHERN REGION OFFICE**

#### **OBJECTIVES:**

To effectively develop and deliver the road construction, maintenance and municipal assistance programs in the region, ensuring that projects and activities are carried out to departmental standards and incorporate the principles of sustainable development.

#### **ACTIVITY IDENTIFICATION:**

Coordinates engineering, construction supervision and maintenance field operations for highway programs in the region.

Liaises with central office to ensure uniformity and consistency with respect to policy, standards and procedures.

Conducts road maintenance activities in an environmentally sound and economically sustainable manner by reclaiming and recycling materials, by operating equipment in a cost-effective manner and by providing for effective material storage and waste management.

Prepares project proposals and priorities within the region.

Monitors contract work to ensure quality control and specifications standards.

Processes applications for permission to place buried cables under provincial highways.

Administers all financial and general administrative matters for the region.

#### **EXPECTED RESULTS:**

All provincial highways and roads in the region are constructed, upgraded and maintained to a standard that provides for the safe, efficient and convenient movement of people, goods and services and promotes sustainable economic growth.

Distribution and communication of project status reports.

The development of project proposals identified for future consideration and prioritization.

Protection of highway infrastructure through appropriate review and processing of requests for buried cables.

Effective planning and programming capabilities and sound financial and management control.

**SUB-APPROPRIATION 15-2E-5****NORTHERN REGION OFFICE**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	1.00	77.0	1.00	77.6
Technical/Professional	16.00	827.6	16.00	812.1
Administrative Support	12.00	435.0	12.00	431.0
Employee Benefits	-	115.2	-	112.0
	29.00	1,454.8	29.00	1,432.7
Less: Allowance for Staff Turnover	-	(30.0)	-	(25.0)
Total Salaries & Employee Benefits	29.00	1,424.8	29.00	1,407.7
<b>OTHER EXPENDITURES</b>				
Transportation		85.0		85.0
Communication		35.0		35.0
Supplies and Services		270.3		270.3
Other Operating		63.8		60.0
Total Other Expenditures		454.1		450.3
TOTAL SUB-APPROPRIATION		1,878.9		1,858.0



## **SUB-APPROPRIATION 15-2F**

### **OTHER JURISDICTIONS**

#### **OBJECTIVES:**

To provide specialized services to other government departments, and other jurisdictions such as Cities, Towns, Villages, Municipalities, Local Government Districts, government agencies, crown corporations and the Federal Government.

#### **ACTIVITY IDENTIFICATION:**

Provides road construction and maintenance services to other jurisdictions on a 100% cost recoverable basis.

Provides specialized equipment services not readily available from the private sector on a 100% cost recoverable basis.

Provides for construction programs of other jurisdictions to be incorporated into provincial construction projects on a 100% cost recoverable basis.

Provides repairs to highway installations, structures and pavements damaged by accidents and utility installations on a 100% cost recoverable basis.

#### **EXPECTED RESULTS:**

The delivery of services to other jurisdictions lacking technical expertise and resources.

The development of coordinated construction projects to provide for more cost-effective construction.

More convenient and efficient delivery of construction and maintenance services in remote areas of the Province where the Department is the only service provider.

Restoration of highway infrastructure and structures to acceptable standards.

**SUB-APPROPRIATION 15-2F****OTHER JURISDICTIONS**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Professional/Technical	15.00	612.0	15.00	612.0
Employee Benefits	-	25.0	-	25.0
Total Salaries & Employee Benefits	<u>15.00</u>	<u>637.0</u>	<u>15.00</u>	<u>637.0</u>

**OTHER EXPENDITURES**

Total Other Expenditures	<u>1,863.0</u>	<u>1,863.0</u>
Total Gross Expenditures	2,500.0	2,500.0
Less: Recoverable from other Government Departments	<u>(1,000.0)</u>	<u>(1,000.0)</u>
NET EXPENDITURES	<u>1,500.0</u>	<u>1,500.0</u>

## **SUB-APPROPRIATION 15-2G**

### **PLANNING AND DESIGN**

#### **OBJECTIVES:**

To provide management direction to the Engineering and Technical Services Division.

To plan, design, program, and protect the existing and future highway system by consideration of safety, traffic demand, engineering and socio-economic factors, and the environment.

#### **ACTIVITY IDENTIFICATION:**

Provides management direction for the functional branches of the Division.

Provides expertise in highway detailed design, prepares highway design criteria and bridge widths, develops functional and detailed designs of complex projects, and undertakes highway network planning studies.

Reviews departmental projects to determine the requirement for environmental licences.

Administers right-of-way acquisition for highway projects.

Reviews land development proposals and administers access controls to protect existing and future highway system.

Provides drafting, mapping, and photogrammetry services and maintains central plan file for projects and legal plans.

Coordinates changes to utility and railway crossings of highway rights-of-way.

#### **EXPECTED RESULTS**

Delivery of divisional services and programs in accordance with established policies and objectives.

Delivery of planning and design services which result in a highway network which is safe, efficient, convenient, environmentally compatible and contributes to sustainable economic growth.

Provision of data and advice to provincial boards exercising authority over land use control and access along PTH's and administration of that authority on Provincial Roads.

Production of Manitoba's Official Highway Map.

**SUB-APPROPRIATION 15-2G****PLANNING AND DESIGN**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	3.00	219.0	3.00	220.8
Professional/Technical	23.00	1,111.8	23.00	1,115.8
Administrative Support	7.00	231.0	7.00	233.2
Employee Benefits	-	150.8	-	150.1
	33.00	1,712.6	33.00	1,719.9
Less: Allowance for Staff Turnover	-	(25.0)	-	(20.0)
Total Salaries & Employee Benefits	33.00	1,687.6	33.00	1,699.9

**OTHER EXPENDITURES**

Transportation	22.8	22.8
Communication	29.8	29.8
Supplies and Services	336.1	336.1
Other Operating	67.3	62.4
Total Other Expenditures	456.0	451.1
TOTAL SUB-APPROPRIATION	2,143.6	2,151.0

## **SUB-APPROPRIATION 15-2H**

### **NORTHERN AIRPORTS AND MARINE SERVICES**

#### **OBJECTIVES:**

To provide for the safe and efficient operation and maintenance of provincial airports, ferries and auxiliary facilities in remote and isolated communities of northern Manitoba in consideration of those communities' transportation and emergency needs.

#### **ACTIVITY IDENTIFICATION:**

Operates and maintains 22 airports and aerodromes as well as 6 passenger/vehicle ferries in Northern Manitoba.

Prepares airport development program to support services including commercial traffic, medical retrievals, forest protection, tourism and resource development.

Undertakes airport upgrading projects to improve airport serviceability and traveler accessibility.

Provides preventive maintenance and refurbishing of motor vessels and cable ferries to assure safety and prolong use.

Provides training workshops including first aid, airport management, equipment operating, radio operating as well as crash-fire-rescue training.

Administers the Manitoba Airport Assistance Program.

#### **EXPECTED RESULTS:**

Provision of airport services to northern and remote communities, including facilities supporting emergency services and airlifts.

Timely and appropriate response in emergencies as well as effective airport operation through appropriate training programs.

Assistance to municipal airport commissions respecting safe airport operation through the provision of operating and capital grants.

Improved access for the physically disabled at provincial airports.

Provision of an economical alternative to bridges and/or road networks in remote areas of the province.

**SUB-APPROPRIATION 15-2H****NORTHERN AIRPORTS AND MARINE SERVICES**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	3.00	172.6	3.00	173.9
Professional/Technical	70.23	2,975.0	70.23	2,897.1
Administrative Support	3.00	109.3	3.00	110.1
Employee Benefits	-	300.0	-	300.0
	76.23	3,556.9	76.23	3,481.1
Less: Allowance for Staff Turnover	-	(85.0)	-	(77.0)
Total Salaries & Employee Benefits	76.23	3,471.9	76.23	3,404.1
<b>OTHER EXPENDITURES</b>				
Grants		73.8		73.8
Transportation		200.0		200.0
Communication		117.0		117.0
Supplies and Services		1,678.7		1,596.7
Other Operating		401.3		399.7
Total Other Expenditures		2,470.8		2,387.2
TOTAL SUB-APPROPRIATION		5,942.7		5,791.3

## **SUB-APPROPRIATION 15-2J**

### **MATERIALS AND RESEARCH**

#### **OBJECTIVES:**

To provide geotechnical and pavement design to ensure the adequacy of road and airfield foundations and surfaces as well as research, develop and test techniques and materials used in the construction and maintenance programs to result in safer transportation facilities, more efficient processes and resource conservation.

#### **ACTIVITY IDENTIFICATION:**

Provides subgrade and pavement structural designs, materials analysis, design of base and surface mixtures, and evaluation of performance as input to planning, construction and maintenance activities.

Provides an inventory of gravel/rock sources required for construction and maintenance programs.

Conducts materials and specification testing to ensure compliance with established standards.

Develops specifications for field materials, including soils and aggregates.

Provides training to regional field personnel in material related activities.

Provides equipment and service for quality assurance.

Researches new materials and engineering technology.

#### **EXPECTED RESULTS:**

The provision of material test result analysis and recommendations.

A provincial roadway system of acceptable quality through the delivery of technical services.

Technological innovation resulting in more efficient use of resources, safer and longer-lasting transportation facilities and more efficient processes.

**SUB-APPROPRIATION 15-2J****MATERIALS AND RESEARCH**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	2.00	141.0	2.00	142.0
Professional/Technical	29.00	1,316.8	29.00	1,307.6
Administrative Support	4.00	126.3	4.00	127.3
Employee Benefits	-	157.3	-	154.7
	35.00	1,741.4	35.00	1,731.6
Less: Allowance for Staff Turnover	-	(5.0)	-	(2.0)
Total Salaries & Employee Benefits	35.00	1,736.4	35.00	1,729.6
<b>OTHER EXPENDITURES</b>				
Transportation		60.0		60.0
Communication		35.0		35.0
Supplies and Services		357.5		357.5
Other Operating		75.2		71.4
Total Other Expenditures		527.7		523.9
TOTAL GROSS EXPENDITURES		2,264.1		2,253.5
LESS: RECOVERABLE FROM OTHER APPROPRIATIONS		(1,049.2)		(1,049.2)
TOTAL SUB-APPROPRIATION		1,214.9		1,204.3



## **SUB-APPROPRIATION 15-2K**

### **TRAFFIC ENGINEERING**

#### **OBJECTIVES:**

To promote the safe and optimum movement of vehicle and pedestrian traffic on the provincial highway network through proper design, application and management of the operation of traffic control devices.

#### **ACTIVITY IDENTIFICATION:**

Manages and directs the installation, maintenance and operation of all traffic control devices including pavement markings, traffic signals, major signs, flashing lights and pedestrian corridors, and traffic barriers (guardrail).

Establishes standards/policies for the installation and maintenance of all traffic devices.

Manages and directs speed limit reviews and provides recommendations to the Highway Traffic Board respecting speed limits on provincial routes.

Manages and directs the annual pavement marking retracement program on the provincial highway system.

Provides expertise respecting traffic control to other departments and jurisdictions.

Manages and directs the illumination of provincial highways.

Manages and directs the traffic monitoring program including the production of an annual report on traffic flows on the provincial highway system.

Maintains a database traffic accident record on provincial highways to assist in the identification of problem areas and the evaluation of mitigative measures.

#### **EXPECTED RESULTS:**

Traffic accident reduction and improved operational efficiencies due to the proper application and operation of traffic control devices.

Effective control of opposing traffic and enhanced safety through completion of the annual pavement marking retracement program.

Minimum down time of traffic signals due to malfunction or traffic accident through timely response.

**SUB-APPROPRIATION 15-2K****TRAFFIC ENGINEERING**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	1.00	73.4	1.00	74.0
Professional/Technical	9.00	470.6	9.00	470.0
Administrative Support	6.00	187.6	6.00	189.1
Employee Benefits	-	90.2	-	89.7
	16.00	821.8	16.00	822.8
Less: Allowance for Staff Turnover	-	(5.0)	-	
Total Salaries & Employee Benefits	16.00	816.8	16.00	822.8
<b>OTHER EXPENDITURES</b>				
Transportation		59.9		59.9
Communication		25.1		25.1
Supplies and Services		139.4		139.4
Other Operating		22.9		20.0
Total Other Expenditures		247.3		244.4
TOTAL SUB-APPROPRIATION		1,064.1		1,067.2

## **SUB-APPROPRIATION 15-2M**

### **POLICY, PLANNING AND DEVELOPMENT**

#### **OBJECTIVES:**

To achieve excellence in the strategic planning, development, evaluation and communication of transportation policies, programs, systems and legislation.

#### **ACTIVITY IDENTIFICATION:**

Coordinates provincial transportation systems plan and policy development and ensures that policies and programs are responsive and consistent with the overall vision of the department and government.

Liaises with other departments and industry groups on major cross-jurisdictional policy matters and in promoting service improvements, the economic development of Manitoba's transportation sector and the development of Winnipeg's potential as a multi-modal distribution center.

Coordinates the department's strategic planning process.

Develops a strategic highways infrastructure and systems plan to meet the present and future needs of Manitobans and seeks to optimize investment in provincial transportation systems.

Provides economic appraisal of transportation investments.

Examines policy issues that arise from the discretionary powers of the Motor Transport, Taxicab and Highway Traffic Boards.

Develops and coordinates driver and vehicle and related highway safety policy and legislation.

Plans, prioritizes and coordinates the Department's legislative initiatives.

#### **EXPECTED RESULTS:**

Proactive and informed approach to addressing transportation issues and influencing the development of effective Federal/Provincial policy relating to all transportation modes.

Advancement of the department's strategic planning process; coordination of the department's legislative initiatives; and, preparation of internal and external communication materials.

Provide guidance to the department's capital program within a framework of integrated transportation modes for economic development and land use planning.

Develop innovative financing strategies for transportation infrastructure; provide long term transportation plans and policies; develop the Province's transportation systems plan and policies; and, prioritization and optimization of the Province's investments in transportation infrastructure.

**SUB-APPROPRIATION 15-2M****POLICY, PLANNING AND DEVELOPMENT**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	5.00	372.3	5.00	375.2
Professional/Technical	17.00	1,046.8	17.00	1,049.2
Administrative Support	6.00	196.3	6.00	197.8
Employee Benefits	-	155.0	-	154.3
	28.00	1,770.4	28.00	1,776.5
Less: Allowance for Staff Turnover	-	(5.0)	-	-
Total Salaries & Employee Benefits	28.00	1,765.4	28.00	1,776.5
<b>OTHER EXPENDITURES</b>				
Grants		1.5		1.5
Transportation		24.0		24.0
Communication		23.5		23.5
Supplies and Services		628.5		378.5
Other Operating		121.9		115.5
Total Other Expenditures		799.4 <sup>1</sup>		543.0
TOTAL SUB-APPROPRIATION		2,564.8		2,319.5

**Explanation:**

1. Increase due to consulting services from the University of Manitoba Transport Institute.

## ***SUB-APPROPRIATION 15-2N***

### ***DRIVER AND VEHICLE LICENCING***

#### **OBJECTIVES:**

To administer all systems and procedures for issuing and renewing driver's licences and vehicle registrations.

To enhance safe vehicle operation in the Province through the development and administration of highway safety programs.

To implement, monitor and enforce a comprehensive set of minimum safety standards directed toward the uniform operation of commercial vehicles.

#### **ACTIVITY IDENTIFICATION:**

Issues and renews driver's licences.

Issues and renews general vehicle registrations including commercial vehicle registrations under the Canadian Agreement on Vehicle Registration.

Provides driver testing including written, oral and road tests.

Develops and delivers safety programs.

Receives applications for certification of vehicle inspection programs, appoints inspection facilities, and conducts audits to ensure program compliance.

#### **EXPECTED RESULTS:**

Convenient and timely service delivery to the public with respect to the issuance of licences and vehicle registrations.

Acceptable level of driver knowledge and skill.

Effective delivery of licencing and safety programs through the maintenance of driver records.

Enhanced safety programs for commercial vehicles and drivers to achieve a reduction in accidents and Highway Traffic Act infractions.

Increased road safety through improved mechanical condition of vehicles.

**SUB-APPROPRIATION 15-2N****DRIVER AND VEHICLE LICENCING**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
Managerial	5.00	346.1	5.00	346.1
Professional/Technical	89.00	3,714.5	89.00	3,714.5
Administrative Support	200.15	6,847.7	200.15	6,867.4
Employee Benefits	-	1,068.7	-	1,069.3
	294.15	11,977.0	294.15	11,997.3
Less: Allowance for Staff Turnover	-	(197.5)	-	(147.5)
Total Salaries & Employee Benefits	294.15	11,779.5	294.15	11,849.8
<b>OTHER EXPENDITURES</b>				
Grants		5.6		5.6
Transportation		238.2		238.2
Communication		1,133.8		1,097.8
Postage	751.7		715.7	
Other	382.1		382.1	
Supplies and Services		3,084.2		2,754.2
Driver Licence Agent Commissions	260.7		260.7	
Photo Cards	760.0		760.0	
Accommodation	1,139.8		1,139.8	
Credit/Debit Card Costs	270.0		20.0	
Other	653.7		573.7	
Capital		19.4		19.4
Other Operating		1,220.7		1,652.9
Computer Related	527.0		478.2	
Licence Plate Replacement	207.0		688.0	
Other	486.7		486.7	
Total Other Expenditures		5,701.9		5,768.1
Manitoba Public Insurance Corporation Cost Sharing Agreement		4,592.0		4,812.0
<b>TOTAL SUB-APPROPRIATION</b>		<b>22,073.4</b>		<b>22,429.9</b>

## **SUB-APPROPRIATION 15-2P-1**

### **MOTOR TRANSPORT AND HIGHWAY TRAFFIC BOARDS**

#### **OBJECTIVES:**

To ensure all Manitobans are provided with adequate transportation services at a reasonable cost through the administration of a regulatory system under the Highway Traffic Act governing motor carriers.

To ensure the safety of the traveling public and protection of highway infrastructure through the administration of the Highways Protection Act and portions of the Highway Traffic Act.

#### **ACTIVITY IDENTIFICATION:**

Determines operating authority applications for the trucking, inter-city bus and inter-municipal livery industries involved in public service vehicle operations.

Monitors and establishes transportation rates and charges for PSV scheduled bus carriers and inter-municipal livery operators.

Determines sanctions on motor carriers for breaches of regulations.

Establishes control lines and/or circles adjacent to Provincial Trunk Highways.

Reviews and processes applications for access onto limited access highways and development adjacent to these highways.

Provides decisions on speed limits, pedestrian corridor locations and traffic control device designs, and on requests for changes to weight limits on all provincial and municipal roads.

Conducts public hearings and meetings on issues, makes orders and regulations, and provides policy input to the Minister.

#### **EXPECTED RESULTS**

Provision of a responsive flexible regulatory system for motor carriers.

Adequate protection of the public and carriers.

Continued progress in the orderly phase out of economic regulation of the motor carrier industry.

Enhanced travel safety, protection of highway infrastructure and public safety, and improved pedestrian safety.

Protection of the rights of the general public through the provision of public hearings and appropriate enforcement of sanctions for non-compliance with regulations and orders.



**SUB-APPROPRIATION 15-2P-1****MOTOR TRANSPORT AND HIGHWAY TRAFFIC BOARDS**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Administrative Support	7.00	277.1	7.00	279.7
Other				
Board Members	-	55.0	-	55.0
Employee Benefits	-	41.8	-	41.8
	<u>7.00</u>	<u>373.9</u>	<u>7.00</u>	<u>376.5</u>

**OTHER EXPENDITURES**

Transportation	19.3	19.3
Communication	37.3	37.3
Supplies and Services	111.6	111.6
Other Operating	<u>32.1</u>	<u>31.0</u>
Total Other Expenditures	<u>200.3</u>	<u>199.2</u>
TOTAL SUB-APPROPRIATION	<u>574.2</u>	<u>575.7</u>



## **SUB-APPROPRIATION 15-2P-2**

### **LICENCE SUSPENSION APPEAL BOARD AND MEDICAL REVIEW COMMITTEE**

#### **OBJECTIVES:**

To provide an appeal procedure for applicants whose driver licences have been suspended for convictions and/or poor driving records.

To provide a medical review of appeals based on medical grounds.

#### **ACTIVITY IDENTIFICATION:**

Processes appeal applications for licence suspensions.

Conducts licence suspension appeal hearings throughout the Province.

Provides decisions regarding licence suspension appeals.

#### **EXPECTED RESULTS:**

The delivery of a licence suspension review process, to ensure safe vehicle operation on the provincial highway system.

The provision of an appeal process in order to ensure a fair hearing and consideration of pertinent information regarding licence suspensions.

**SUB-APPROPRIATION 15-2P-2****LICENCE SUSPENSION APPEAL BOARD AND  
MEDICAL REVIEW COMMITTEE**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Administrative Support	4.00	154.8	4.00	156.5
Other				
Board Members	-	70.6	-	70.6
Employee Benefits	-	20.9	-	20.9
	<u>4.00</u>	<u>246.3</u>	<u>4.00</u>	<u>248.0</u>

**OTHER EXPENDITURES**

Transportation	15.0	15.0
Communication	9.7	9.7
Supplies and Services	80.9	80.9
Other Operating	<u>10.4</u>	<u>9.6</u>
Total Other Expenditures	<u>116.0</u>	<u>115.2</u>
TOTAL SUB-APPROPRIATION	<u><u>362.3</u></u>	<u><u>363.2</u></u>

## **SUB-APPROPRIATION 15-2P-3**

### **TAXICAB BOARD**

#### **OBJECTIVES:**

To ensure persons within Winnipeg receive adequate taxicab service at reasonable cost through the administration of a system of economic regulation.

#### **ACTIVITY IDENTIFICATION:**

Conducts public hearings on matters relating to industry and users.

Establishes, reviews and revises the number of taxicab licences required by the public convenience and necessity.

Regulates rates charged by industry.

Issues taxicab licences, taxicab driver licences and regulates licence transfers.

Provides training for taxicab drivers.

Establishes vehicle standards and inspects taxicabs for vehicle condition and meter accuracy.

Investigates and resolves complaints against taxicab operators and drivers for breaches of regulations and service failures when warranted.

Maintains a liaison between the Board and the taxicab industry, governments and other affected groups.

#### **EXPECTED RESULTS:**

Adequate taxicab service at a reasonable cost within the City of Winnipeg through the provision of licence quotas, rates and standards.

All taxicab businesses and drivers operating in the City of Winnipeg are duly licenced.

Acceptable and uniform standard of taxicab service delivery.

Effective addressing of industry and user concerns through the provision of public hearings.

Adequately trained taxicab drivers.

**SUB-APPROPRIATION 15-2P-3****TAXICAB BOARD**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Professional/Technical	4.00	155.9	4.00	157.1
Administrative Support	3.50	117.4	3.50	118.6
Other				
Board Members	-	30.0	-	30.0
Employee Benefits	-	29.8	-	29.8
	<u>7.50</u>	<u>333.1</u>	<u>7.50</u>	<u>335.5</u>

**OTHER EXPENDITURES**

Transportation	6.6	6.6
Communication	10.5	10.5
Supplies and Services	78.4	78.4
Other Operating	<u>3.7</u>	<u>3.2</u>
Total Other Expenditures	<u>99.2</u>	<u>98.7</u>
TOTAL SUB-APPROPRIATION	<u><u>432.3</u></u>	<u><u>434.2</u></u>



Resolution No.	Approp. No.	Highways and Government Services (15) Details of Appropriation	Estimates of Expenditure 2000/01 \$(000's)	Estimates of Expenditure '1999/2000 \$(000's)
15.3	3.	ACCOMMODATION DEVELOPMENT AND PROPERTY MANAGEMENT	32,270.5	34,789.2
		<ul style="list-style-type: none"> <li>Provides overall government accommodation strategy through short and long range planning.</li> <li>Provides coordination and monitoring of accommodation projects through the utilization of internal and external professional and technical services for planning, design, leasing and construction management.</li> <li>Administers contracts for construction requests for service related to the provision of government accommodation.</li> <li>Provides operational, maintenance, parking and security services for all government departments and agencies occupying space in government-owned or leased buildings.</li> <li>Manages the government's leased and owned space inventory. Provides for management of terms and conditions related to leasehold agreements.</li> <li>Provides contracted janitorial and food services at selected locations in most government buildings.</li> <li>Provides for comprehensive Energy Management and Technical Services programs in all government buildings.</li> <li>Provides for charging the cost of owned and leased office and warehouse space to the tenant that occupies the space.</li> </ul>		
		a) Accommodation Development	2,680.5	2,559.6
		b) Workshop/Renovations	-	-
		c) Physical Plant	44,912.5	44,208.5
		d) Leased Properties	20,059.6	20,136.9
		e) Property Services	798.4	804.9
		f) Security and Parking	2,218.6	1,995.3
		g) Accommodation Cost Recovery	(42,345.1)	(40,599.3)
		h) Minor Capital Projects	3,946.0	5,683.3
			<u>32,270.5</u>	<u>34,789.2</u>

## **SUB-APPROPRIATION 15-3A**

### **ACCOMMODATION DEVELOPMENT**

#### **OBJECTIVES:**

The provision and control of accommodation for government programs in owned and leased facilities throughout the province, via the utilization of internal and external professional and technical services in planning, design, leasing, and construction management.

#### **ACTIVITY IDENTIFICATION:**

Provision for the development of overall government accommodation strategies, policies, guidelines and related planning for the short and long-term requirements of government client programs.

Provision of government accommodation through the use of various internal and external architectural, engineering, programming, design, signage, leasing, and construction management services.

Extension of the space inventory to include correctional and mental health institutions.

Administration of all contracts, capital and lease budgets related to the provision of accommodation for government programs.

#### **EXPECTED RESULTS:**

Planning for improved utilization of accommodations.

Design and construction management of all accommodation-related capital and client-funded projects will be undertaken on behalf of client departments at locations throughout the province. Approximately 450 continuing and new projects of varying scope are anticipated this year.

Negotiate 30 lease renewals out of a total portfolio of 206 leases consisting of approximately 1.5 million square feet.

## SUB-APPROPRIATION 15-3A

### ACCOMMODATION DEVELOPMENT

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	4.00	284.2	4.00	297.1
Professional/Technical	28.38	1,453.7	27.38	1,417.8
Administrative Support	10.00	370.2	10.00	369.8
Employee Benefits	-	230.5	-	208.6
	42.38	2,338.6	41.38	2,293.3
Less: Allowance for Staff Turnover	-	(22.9)	-	(50.0)
Total Salaries & Employee Benefits	42.38 <sup>1</sup>	2,315.7	41.38	2,243.3

### OTHER EXPENDITURES

Transportation	41.6	12.6
Communication	37.4	30.7
Supplies and Services	290.1	162.9
Minor Capital	5.5	5.5
Other Operating	21.0	124.6
Alterations/Renovations - Minor Projects	1,989.2	475.0
	2,384.8	811.3
Recovery from other Appropriations	(2,020.0)	(495.0)
Total Other Expenditures	364.8	316.3
TOTAL SUB-APPROPRIATION	2,680.5	2,559.6

#### Explanations:

1. FTE transferred from Physical Plant to meet workload demand.



## **SUB-APPROPRIATION 15-3B**

### **WORKSHOP/RENOVATIONS**

#### **OBJECTIVES:**

To provide a construction, renovation and maintenance support program for government-owned and leased accommodations in a cost effective and timely manner.

#### **ACTIVITY IDENTIFICATION:**

Services include renovations, millwork, painting, electrical, furniture repairs, and re-upholstering.

Provides in-house services or acts as general contractor and supervises subcontracts on job locations throughout the province.

#### **EXPECTED RESULTS:**

Provision of service in response to approximately 980 annual requests from client departments, and capital project requests by Accommodation Development and Physical Plant Districts.

Provision of general contractor services in selected renovation, maintenance and alteration projects where: general contractors are not available; the specifics of work cannot be accurately defined prior to work commencement; the work is of an emergency nature; schedules must be frequently adjusted to accommodate ongoing client occupancy and programs; or where security is a concern.

Of the total construction projects undertaken by the Department, approximately 40% are delivered by the Workshop. Of these projects, approximately 65% will be subcontracted to private contractors.

**SUB-APPROPRIATION 15-3B****WORKSHOP/RENOVATIONS**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	1.00	58.6	1.00	59.1
Professional/Technical	41.60	1,689.4	42.60	1,704.7
Administrative Support	4.00	136.2	4.00	137.1
Employee Benefits	-	201.1	-	182.8
	46.60	2,085.3	47.60	2,083.7
Less: Allowance for Staff Turnover	-	(41.2)	-	(24.1)
Total Salaries & Employee Benefits	46.60 <sup>1</sup>	2,044.1	47.60	2,059.6

**OTHER EXPENDITURES**

Transportation	51.8	51.8
Communication	21.8	21.8
Supplies and Services	202.2	156.2
Minor Capital	10.5	18.8
Other Operating	13.5	36.4
	299.8	285.0
Workshop Projects	4,575.0	3,075.0
Recovery from other Appropriations	(6,918.9)	(5,419.6)
Total Other Expenditures	(2,044.1)	(2,059.6)
TOTAL SUB-APPROPRIATION	0.0	0.0

*Explanations:*

1. Vacant FTE reduced.

## **SUB-APPROPRIATION 15-3C**

### **PHYSICAL PLANT**

#### **OBJECTIVES:**

To provide maintenance and operating services for all Government owned and leased facilities and grounds. Through a combination of in-house and contracted resources, Physical Plant provides a comprehensive facility maintenance and management service. These services include all major elements of the building sciences such as energy management, sustainable development, HVAC systems, electrical, plumbing, carpentry, roofing, fire & life safety systems, and industrial hygiene.

#### **ACTIVITY IDENTIFICATION:**

Ensure that physical assets, as they relate to Government accommodations, are in good repair and provide a safe and healthy working environment.

Recommission facilities by balancing the HVAC systems according to specifications. Direct digital controls and recommissioning has become necessary as a result of continuous renovations that have seen the removal or addition of walls/partitions and changes to air distribution systems. Recommissioning is expected to return the facility to an optimal operating environment.

The Manitoba Government Building Initiative (MGBI) is a co-operative effort that involves Property Management, Energy & Mines and Sustainable Development. MGBI incorporates a process that includes mechanical and electrical retrofits aimed at improving the energy management aspects of the facility.

#### **EXPECTED RESULTS:**

Concise and informative Divisional Information Brochure available to clients through Facility Managers, as a tool for the provision of services that support, and are adaptable to, the evolving needs of our clients.

Branch Business Plan for 2000/2001 completed.

Implementation of a computerized Facility Maintenance System (CFMS).

Identification of opportunities for cost recoveries and development of related rate structures.

## **SUB-APPROPRIATION 15-3C**

### **PHYSICAL PLANT**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	9.00	553.4	9.00	554.5
Technical/Professional	335.09	12,289.3	339.29	12,495.7
Administrative Support	14.00	518.8	14.00	478.2
Employee Benefits	-	1,477.8	-	1,473.3
	358.09	14,839.3	362.29	15,001.7
Less: Allowance for Staff Turnover	-	(298.1)	-	(186.8)
Total Salaries & Employee Benefits	358.09 <sup>1</sup>	14,541.2	362.29	14,814.9
<b>OTHER EXPENDITURES</b>				
Grant - Town of Churchill		795.0		795.0
Grants in Lieu of Taxes		11,948.2		11,548.7
Transportation		404.1		381.1
Communication		299.9		274.4
Supplies & Services		16,693.2		15,682.9
Minor Capital		106.4		115.0
Other Operating		124.5		462.5
		30,371.3		29,259.6
Preventative Maintenance		0.0		161.0
Recovery from other Appropriations		0.0		(27.0)
		30,371.3		29,393.6
TOTAL SUB-APPROPRIATION		44,912.5		44,208.5

#### **Explanations:**

1. Transfer of 4.20 FTE's to other departmental programs.

## **SUB-APPROPRIATION 15-3D**

### **LEASED PROPERTIES**

#### **OBJECTIVES:**

To ensure that both clients and landlords are aware of, and adhere to, the terms and conditions of all lease agreements and applicable legislation.

#### **ACTIVITY IDENTIFICATION:**

Note: Staffing reflected under Property Services - 15-3C.

Management of Lease Agreements throughout their term.

Administrative liaison and negotiation with the Lessor for leasehold improvements undertaken during the course of a leased term. Co-ordination and administration of maintenance and operation of leased premises as set out in the terms and conditions of the lease agreements.

Resolution with the Lessors for contravention to the terms and conditions of the Leased Agreements or to Acts which apply to the properties (e.g. Workplace Safety and Health).

Administration of financial transactions such as rental payments, escalations, operating expenditures and adjustments as set out in the terms and conditions of the lease agreements.

Annual preparation of the Leased Properties budget.

#### **EXPECTED RESULTS:**

Branch Business plan for 2000/2001 completed.

Administrative procedures reviewed and documented.

Planning for the conversion of critical lease information from paper to electronic format.

## **SUB-APPROPRIATION 15-3D**

### **LEASED PROPERTIES**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
<b>OTHER EXPENDITURES</b>				
Transportation		-		-
Communication		-		-
Supplies and Services		-		-
Rent - Real Estate		20,059.6		20,136.9
Other Operating		-		-
		<hr/>		<hr/>
Total Other Expenditures		20,059.6		20,136.9
		<hr/>		<hr/>
TOTAL SUB-APPROPRIATION		20,059.6		20,136.9
		<hr/>		<hr/>

## ***SUB-APPROPRIATION 15-3E***

### ***PROPERTY SERVICES***

#### **OBJECTIVES:**

To provide, on a divisional level, administrative, project management and financial support, and to facilitate program delivery of client departments by providing residential accommodation and food services.

#### **ACTIVITY IDENTIFICATION:**

Monitor budgetary expenditures and provide financial and analytical support to the division.

Manage the implementation of SAP within the division and establish internal processes for financial reporting.

Obtain contracted services at competitive cost from the private sector.

Provide field inspection, maintenance, and upgrading services for Government employee housing units throughout Manitoba.

Manage the Food Services program.

#### **EXPECTED RESULTS:**

Branch Business plan for 2000/2001 completed.

Continue review of SAP implementation to address changes in program requirements.

Automation of residential accommodation inventory.

## **SUB-APPROPRIATION 15-3E**

### **PROPERTY SERVICES**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	1.00	48.8	1.00	47.8
Professional/Technical	8.00	314.7	8.00	318.8
Administrative Support	8.00	301.1	8.00	302.7
Employee Benefits	-	73.1	-	68.1
	17.00	737.7	17.00	737.4
Less: Allowance for Staff Turnover	-	(14.7)	-	0.0
Total Salaries & Employee Benefits	17.00	723.0	17.00	737.4

### **OTHER EXPENDITURES**

Transportation	15.5	13.8
Communication	8.4	7.1
Supplies and Services	253.9	107.7
Minor Capital	9.3	101.8
Other Operating	4.3	57.1
Total Other Expenditures	291.4	287.5
Recovery from other Appropriations	(216.0)	(220.0)
TOTAL SUB-APPROPRIATION	798.4	804.9



## **SUB-APPROPRIATION 15-3F**

### **SECURITY AND PARKING**

#### **OBJECTIVES:**

To provide security and parking services for government facilities, personnel and visitors and to administer paid parking facilities on Crown owned/leased properties.

#### **ACTIVITY IDENTIFICATION:**

The Physical Security Unit provides consultative services to client departments for general security issues and alarm systems, including system design and procurements. Additional services include lock-smithing, security awareness training, security electronics, and operation of the Communications Center.

The Investigations Unit manages all security services at the Manitoba Legislative Building and other Winnipeg sites, including personal security for elected officials and visiting dignitaries. The Unit co-ordinates investigations with police authorities throughout the Province.

The Protective Services Unit manages all security services in the outlining areas; assesses requests from Government Departments and provides recommendations and guidelines for the provision of government and/or private guard protection, including the preparation and review of contracts, on behalf of government departments, for private security. This Unit also manages the Government Identification Card program.

The Paid Parking Program provides centralized management, administration and enforcement services for all Government owned and leased parking facilities. The Program ensures the limited parking resources are distributed in a fair and equitable manner under a cost-recovery program.

#### **EXPECTED RESULTS**

Contracts outlining security delivery standards, fee structures and client feedback measurements available for distribution to clients.

Planning for the conversion of critical lease information from paper to electronic format.

Greater cost efficiencies and service improvements and an enhanced reporting capability within the Parking Program.

Increased skill level and expertise of Security and Parking Branch through appropriate training and development programs.

**SUB-APPROPRIATION 15-3F****SECURITY AND PARKING**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	1.00	44.4	1.00	44.7
Professional/Technical	83.79	2,556.7	71.79	2,273.3
Administrative Support	12.00	416.3	12.00	419.6
Employee Benefits	-	388.3	-	276.7
	96.79	3,405.7	84.79	3,014.3
Less: Allowance for Staff Turnover	-	(84.5)	-	(9.9)
Total Salaries & Employee Benefits	96.79 <sup>1</sup>	3,321.2	84.79	3,004.4

**OTHER EXPENDITURES**

Transportation	99.1	73.4
Communication	52.9	49.4
Supplies and Services	237.6	291.7
Minor Capital	132.8	161.0
Other Operating	167.2	98.4
Total Other Expenditures	689.6	673.9
Recovery from other Appropriations	(1,792.2)	(1,683.0)
TOTAL SUB-APPROPRIATION	2,218.6	1,995.3

**Explanation:**

1. Addition of 8 FTE's to support security operations in the high security court facility and 4 term FTE's to service client departments upon request.

## **SUB-APPROPRIATION 15-3G**

### **ACCOMMODATION COST RECOVERY**

#### **OBJECTIVES:**

To charge the cost of owned and leased office and warehouse space to the government program occupants.

#### **ACTIVITY IDENTIFICATION:**

Develop, implement and maintain relevant policies and administrative procedures necessary to delivery of the Accommodation Cost Recovery program.

Maintains a perpetual inventory indexed by occupant, of all government owned and leased accommodation.

Identifies the cost of the space occupied by each program and client work group within programs.

Processes a billing to each client work group for the cost of the space it occupies.

Develops and circulates all relevant written guidelines and financial reports.

#### **EXPECTED RESULTS:**

The system provides a shared accountability for accommodation management between Government Services and all other departments.

Each client work group reports accommodation cost as part of their overall program delivery costs. This is expected to lead to a more effective utilization of space.

Assignment of costs to individual programs provides improved costing information enabling management and elected officials to more accurately assess program effectiveness.

Government Services will be held accountable by program managers for its performance in providing suitable accommodations at reasonable cost.

**SUB-APPROPRIATION 15-3G****ACCOMMODATION COST RECOVERY**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Recovery from other Appropriations		(42,345.1)		(40,599.3)
Total Other Expenditures		<u>(42,345.1)</u>		<u>(40,599.3)</u>
TOTAL SUB-APPROPRIATION		<u><u>(42,345.1)</u></u>		<u><u>(40,599.3)</u></u>

## ***SUB-APPROPRIATION 15-3H***

### ***MINOR CAPITAL PROJECTS***

#### **OBJECTIVES:**

To maintain the Manitoba Government's portfolio of owned and leased properties.

#### **ACTIVITY IDENTIFICATION:**

Minor repairs to Government buildings

#### **EXPECTED RESULTS:**

To maintain existing Government properties in compliance with Workplace Health & Safety Community Building standards.

To provide for office consolidation and relocation.

To maintain Manitoba Government accommodation in a manner that best meets the requirements of the tenant organization.

**SUB-APPROPRIATION 15-3H**

**MINOR CAPITAL PROJECTS**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Other Expenditures		3,946.0		5,683.3
Total Other Expenditures		<u>3,946.0</u>		<u>5,683.3</u>
TOTAL SUB-APPROPRIATION		<u><u>3,946.0</u></u>		<u><u>5,683.3</u></u>



Resolution No.	Approp. No.	Highways and Government Services (15) Details of Appropriation	Estimates of Expenditure 2000/01 \$(000's)	Estimates of Expenditure '1999/2000 \$(000's)
15.4	4.	<b>SUPPLY AND SERVICES</b>	<b>7,103.6</b>	<b>6,181.2</b>
		Provides government departments and agencies with the following centralized support services:		
		<ul style="list-style-type: none"> <li>• Procurement of goods and services.</li> <li>• Air transportation, air ambulance and forest fire suppression aerial support.</li> <li>• Desktop management services.</li> <li>• Telecommunications &amp; radio services, facsimile and photocopier placement and related technical support.</li> <li>• Mail processing &amp; distribution.</li> <li>• Materials management services including common supplies, home care equipment, moving, storage, supply of office equipment and related maintenance, and redistribution or disposal of surplus assets.</li> <li>• Comprehensive land management services, including appraisal acquisition and disposal of real property.</li> <li>• Complete vehicle management and maintenance services.</li> </ul>		
		a) Procurement Services	1,971.80	1,883.40
		b) Government Air Services	-	-
		c) Desktop Management Services	4,000.10	3,442.10
		d) Telecommunications	1,131.70	855.70
		e) Mail Management Agency	-	-
		f) Materials Distribution Agency	-	-
		g) Land Management Services	-	-
		h) Fleet Vehicles Agency	-	-
			<u>7,103.6</u>	<u>6,181.2</u>



## **SUB-APPROPRIATION 15-4A**

### **PROCUREMENT SERVICES**

#### **OBJECTIVES:**

To provide corporate procurement services to all government departments and certain agencies, to ensure that each purchase contract represents a fair and reasonable cost to taxpayers, that it extends competitive opportunity to all interested suppliers. Transactions are processed in a timely and cost effective manner.

#### **ACTIVITY IDENTIFICATION:**

Provides all departments and certain agencies with centralized tendering and contracting services.

Provides product specification writing, material identification and cataloguing services.

Provides consultative services to clients regarding product evaluations, procurement methods, contract terminology, and commodity standardization.

Develops and implements procurement policies.

Participates in Federal/provincial procurement initiatives such as reduction of inter-provincial trade barriers, automated inter-provincial information networks and initiatives aimed at improving access to government procurement.

Administers government-wide purchasing activity through the direct Purchase Order and Purchasing Card.

#### **EXPECTED RESULTS:**

Reductions in overall government administrative costs through elimination of effort duplication.

Reduction or long term stabilization of costs for purchased products through demand consolidation and the utilization of modern supply techniques.

Improved client service through procurement policy standardization and simplification of operating procedures.

## **SUB-APPROPRIATION 15-4A**

### **PROCUREMENT SERVICES**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	2.00	155.9	2.00	157.1
Professional/Technical	9.00	437.4	8.00	393.9
Administrative Support	20.60	851.2	19.60	765.5
Employee Benefits	-	167.0	-	126.6
	31.60	1,611.5	29.60	1,443.1
Less: Allowance for Staff Turnover	-	(15.3)	-	(9.7)
Total Salaries & Employee Benefits	31.60 <sup>1</sup>	1,596.2	29.60	1,433.4

### **OTHER EXPENDITURES**

Transportation	15.7	15.7
Communication	56.7	56.7
Supplies and Services	228.0	299.7
Minor Capital	8.2	8.2
Other Operating	67.0	69.7
Total Other Expenditures	375.6	450.0
TOTAL SUB-APPROPRIATION	1,971.8	1,883.4

#### **Explanation:**

1. Increase of two FTE's required to meet new procurement responsibilities.

## **SUB-APPROPRIATION 15-4B**

### **GOVERNMENT AIR SERVICES**

#### **OBJECTIVES:**

To provide economic and efficient air transportation services for the Province through effective fleet utilization and coordination of government charter flights in private sector aircraft.

#### **ACTIVITY IDENTIFICATION:**

Air Services Branch provides the following specialty transportation activities:

- Life Flight and Air Ambulance services;
- Aerial surveillance and support for forest fire suppression activities;
- Air transportation of personnel and cargo for all Government Departments, Boards, Agencies, and Commissions;
- Coordination of Government Charter flying in private sector aircraft.

The Branch provides the above services with both provincially owned aircraft and leased aircraft; and a staff of pilots, aircraft maintenance engineers, operations support, and financial / administration support personnel.

#### **EXPECTED RESULTS:**

Successful delivery of the Branch's specialty services to ensure that the Province's air transport requirements are met either internally or via coordinated use of private sector aircraft.

Critical success factors include continuous monitoring and assessment of the Branch's operating model to:

- minimize delays associated with aircraft and flight crew dispatching;
- minimize aircraft unavailability due to routine aircraft maintenance;
- ensure compliance with Canadian Aviation Regulations and Standards;
- minimize duplication of flights through inter-departmental shared use.

**SUB-APPROPRIATION 15-4B****GOVERNMENT AIR SERVICES**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	1.00	77.4	1.00	75.2
Professional/Technical	66.00	3,965.9	66.00	3,705.6
Administrative Support	7.00	284.7	7.00	245.0
Employee Benefits	-	472.4	-	409.7
	74.00	4,800.4	74.00	4,435.5
Less: Allowance for Staff Turnover	-	(88.0)	-	(33.9)
Total Salaries & Employee Benefits	74.00	4,712.4 <sup>1</sup>	74.00	4,401.6

**OTHER EXPENDITURES**

Transportation	77.6	77.6
Communication	47.1	47.1
Supplies and Services	3,279.4	4,500.5
Stores (including inventory purchases)	720.9	710.6
Other Operating	741.5	952.4
	4,866.5 <sup>2</sup>	6,288.2
Recovery from Other Appropriations	(9,578.9) <sup>3</sup>	(10,689.8)
TOTAL SUB-APPROPRIATION	0.0	0.0

**Explanations:**

1. Increase is primarily the result of salary increases under negotiated collective agreements.
2. Funding for aircraft engine replacements, overhauls transferred to Capital Investments.
3. Decreased recoveries to reflect salary and other expenditure adjustments.

## **SUB-APPROPRIATION 15-4C**

### **DESKTOP MANAGEMENT SERVICES**

#### **OBJECTIVES:**

To manage government resources and products and service contracts which provide Manitoba with a desktop and network infrastructure capable of supporting government-wide corporate initiatives, as well as program specific delivery requirements, in a reliable, cost effective, secure, flexible, and continually improving manner.

#### **ACTIVITY IDENTIFICATION:**

The Desktop Management Services Branch is responsible for all desktop and related network infrastructure on a government-wide basis. The Branch is responsible for the following activities, either by undertaking them directly or by providing functional guidance to other agencies:

- Desktop Planning and Design;
- Managing Desktop Project Implementation;
- Managing Desktop related government resources, products and service contracts;
- Desktop Related Financial Planning and Analysis;
- Desktop Related Communications within Government and between Government Departments and Information Technology Suppliers.

#### **EXPECTED RESULTS:**

A well-managed, corporate desktop and network infrastructure comprised of local and wide area networks, standardized desktop units, printers, office productivity software and related hardware devices, that can adapt to meet changing business environments.

Timely and effective support services such as help desk, desk side support, LAN management, asset management, repair services, and training.

Coordinated desktop strategic planning and architectural design services, corporate standards and proactive research and development projects matching business problems with technical desktop solutions.

Service levels and pricing and cost recovery mechanisms that are effective and meaningful for client departments.

An effective vendor/client relationship between the contracted vendor of Desktop Management services and the client government departments.

## **SUB-APPROPRIATION 15-4C**

### **DESKTOP MANAGEMENT SERVICES**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	1.00	78.8	1.00	72.0
Technical/Professional	6.00	418.8	6.00	478.5
Administrative Support	5.00	245.9	5.00	164.0
Employee Benefits	-	81.8	-	58.9
	12.00	825.3	12.00	773.4
Less: Allowance for Staff Turnover	-	(15.5)	-	
Total Salaries & Employee Benefits	12.00	809.8	12.00	773.4

### **OTHER EXPENDITURES**

Transportation	27.2	27.2
Communication	36.8	28.6
Supplies and Services	816.4	691.6
Other Operating	2,413.1	2,024.5
Total Other Expenditures	3,293.5 <sup>1</sup>	2,771.9
Recovery from other Appropriations	(103.2)	(103.2)
TOTAL SUB-APPROPRIATION	4,000.1	3,442.1

#### **Explanations:**

1. Increase is due to the emergence of dual operating systems.

## **SUB-APPROPRIATION 15-4D**

### **TELECOMMUNICATIONS**

#### **OBJECTIVES:**

To provide planning, business and technical analysis, coordination, acquisition and administrative services to departments and certain agencies in order to maximize the effectiveness and efficiency of telecommunication, facsimile, and copier equipment and services for voice, data and video communications.

#### **ACTIVITY IDENTIFICATION:**

Liaise and negotiate with vendors on behalf of all departments for rental/purchase of telecommunications services and facsimile and copier equipment.

Coordinates requisitions for the installation, relocation and removal of telecommunications services.

Facilitates interconnection of all government departments to the Provincial Data Network (PDN).

Evaluates requirements, provides technical support, and maintains service and specification standards for telecommunications services.

Conducts telecommunication systems planning and training seminars for government clients on the proper and efficient use of telecommunication equipment and services.

Communicates new services, available through technological innovations, that can be utilized by departments to increase efficiency and productivity.

Provides radio installation, maintenance and repair services for government owned radio systems and avionics equipment.

#### **EXPECTED RESULTS:**

Reduction of telecommunications costs through aggregation, integration and standardization of telecommunication services.

Achievement of operating efficiencies and cost control in all data transfer activities.

Ongoing assessment of current telecommunications, facsimile, and copier technologies relative to cost effectiveness.

Provision of radio communication services to Government departments and agencies.

Reduction in overall copying costs by aggregating the requirements of several offices for services through common key copier centers.

## **SUB-APPROPRIATION 15-4D**

### **TELECOMMUNICATIONS**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	1.00	74.0	1.00	74.6
Professional/Technical	11.12	538.3	11.12	450.0
Administrative Support	12.00	418.4	12.00	495.3
Employee Benefits	-	113.4	-	102.8
	24.12	1,144.1	24.12	1,122.7
Less: Allowance for Staff Turnover	-	(22.2)	-	(10.2)
Total Salaries & Employee Benefits	24.12	1,121.9	24.12	1,112.5

### **OTHER EXPENDITURES**

Transportation	78.1	68.4
Communication	437.2	442.8
Supplies and Services	7,873.6	6,469.8
Minor Capital	215.5	105.5
Other Operating	222.8	64.8
Total Other Expenditures	8,827.2 <sup>1</sup>	7,151.3
Recovery from other Appropriations	(8,817.4) <sup>2</sup>	(7,408.1)
TOTAL SUB-APPROPRIATION	1,131.7	855.7

#### *Explanations:*

1. Implementation of the Drug Program Information Network - Emergency Room (DPIN-ER) and additional demand on the provincial Data Network.
2. Recovery increase offsets the aforementioned expenditure increases.



## ***SUB-APPROPRIATION 15-4E***

### ***MAIL MANAGEMENT AGENCY***

Mail Management became a special operating agency on April 1, 1996. Refer to Section 5 for detailed financial information.

## ***SUB-APPROPRIATION 15-4F***

### ***MATERIALS DISTRIBUTION AGENCY***

Material Distribution became a special operating agency on April 1, 1993. Refer to Section 5 for detailed financial information.

## ***SUB-APPROPRIATION 15-4G***

### ***LAND MANAGEMENT SERVICES***

Land Management became a special operating agency on April 1, 1995. Refer to Section 5 for detailed financial information.

## ***SUB-APPROPRIATION 15-4H***

### ***FLEET VEHICLE AGENCY***

Fleet Vehicles became a special operating agency on April 1, 1992. Refer to Section 5 for detailed financial information.

Resolution No.	Approp. No.	Highways and Government Services (15) Details of Appropriation	Estimates of Expenditure 2000/01 \$(000's)	Estimates of Expenditure '1999/2000 \$(000's)
15.5	5.	EMERGENCY MANAGEMENT ORGANIZATION	1,477.4	1,352.2
		<ul style="list-style-type: none"> <li>• Develops, implements and maintains a provincial emergency preparedness program and an emergency response capability consistent with the provisions of the Emergency Measures Act.</li> <li>• Communicates government policy on disaster assistance, makes decisions re: payments in response to disaster claims, and investigates and reports to the Minister on disaster assistance matters.</li> </ul>		

## **SUB-APPROPRIATION 15-5A**

### **EMERGENCY MANAGEMENT ORGANIZATION**

#### **OBJECTIVES:**

In accordance with the provisions of The Emergency Measures Act:

Delivers the emergency preparedness planning program through the review, enhancement and implementation of training and education programs to meet current provincial, municipal and private sector emergency preparedness and planning needs;

Maintains and coordinates provincial emergency response capability to mitigate the effects of major emergencies and/or disasters including the maintenance and implementation of emergency preparedness plans and programs necessary for the protection of life, property and the environment in the Province of Manitoba;

Coordinates departmental activities pertaining to the recovery from disasters, the development and implementation of disaster financial assistance guidelines and federal and provincial policy regarding the evaluation, approval and payment of disaster assistance claims and administration of the emergency expenditure financial appropriation.

#### **ACTIVITY IDENTIFICATION:**

Maintain, deliver and/or facilitate emergency preparedness training for all levels of government and emergency response organizations.

Promote the maintenance of municipal emergency preparedness plans and departmental plans, including respite capabilities.

Implement a recovery management process, including the development of a public information strategy to address potential emergency events.

#### **EXPECTED RESULTS:**

Greater access to emergency preparedness training for government and emergency response organizations, enhancing expertise and knowledge for people involved in the planning and response for future emergencies and/or disasters.

Continued heightened coordination of Provincial emergency activities for the protection of life, property and environment in an emergency or disaster.

Provision for timely reporting of financial impact of emergency events and disaster assistance costs to foster proficiency, accountability, and to support decision making.

**SUB-APPROPRIATION 15-5A****EMERGENCY MANAGEMENT ORGANIZATION**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Managerial	2.00	120.8	2.00	121.5
Administrative Support	17.00	809.1	12.30	611.4
Employee Benefits	-	80.9	-	68.1
	19.00	1,010.8	14.30	801.0
Less: Allowance for Staff Turnover	-	(4.7)	-	(3.9)
Total Salaries & Employee Benefits	19.00 <sup>1</sup>	1,006.1	14.30	797.1
<b>OTHER EXPENDITURES</b>				
Transportation		71.7		71.7
Communication		54.3		54.3
Supplies and Services		318.9		280.0
Minor Capital		12.9		12.9
Other Operating		13.5		136.2
Total Other Expenditures		471.3 <sup>2</sup>		555.1
TOTAL SUB-APPROPRIATION		1,477.4		1,352.2

**Explanations:**

1. Increase of 4.70 FTEs to provide for an ongoing core competency which recognizes distinct program elements of emergency preparedness, response, recovery and disaster financial assistance.



Resolution No.	Approp. No.	Highways and Government Services (15) Details of Appropriation	Estimates of Expenditure 2000/01 \$(000's)	Estimates of Expenditure 1999/2000 \$(000's)
15.6	6.	INFRASTRUCTURE WORKS	177,407.3	170,104.7
		<ul style="list-style-type: none"> <li>Provides for the maintenance of Manitoba's primary and secondary road systems.</li> <li>Provides for the construction and/or reconstruction, rehabilitation and upgrading of the Provincial Trunk Highway System and the Provincial Road System.</li> <li>Provides assistance to cities, towns and villages outside of Winnipeg in the development and maintenance of local transportation needs.</li> <li>Provides for roadwork projects in Local Government Districts and Unorganized Territories that are a mix of projects financed 100% by the Province and projects financed on a 50/50 basis between the Province and the Local Government Districts.</li> <li>Provides assistance to rural municipalities in the construction or replacement of municipal bridges.</li> <li>Provides funding for highway maintenance equipment and for a variety of transportation related capital projects.</li> </ul>		
		a) Maintenance Program	64,289.6	59,594.9
		b) Mechanical Equipment Services	-	-
		c) Construction Program	100,500.0	110,500.0
		d) Aid to Cities, Towns and Villages	1,300.0	1,300.0
		e) Work in Municipalities, Local Government Districts and Unorganized Territory	3,229.0	3,229.0
		f) Rural Municipal Bridge Assistance Program	400.0	400.0
		g) Other Projects	3,905.8	3,905.8
		h) Winter Roads	3,782.9	2,175.0
		j) Less: Recoverable from Capital Initiatives	-	(11,000.0)
			<u>177,407.3</u>	<u>170,104.7</u>

## **SUB-APPROPRIATION 15-6A**

### **MAINTENANCE PROGRAM**

#### **OBJECTIVES:**

To protect public investment in highway infrastructure and ensure that the traveling public and commercial vehicles are provided with safe, efficient and convenient movement by maintaining roads, bridges and traffic control devices to acceptable standards.

#### **ACTIVITY IDENTIFICATION:**

Provides repairs to paved surfaces, including shoulders.

Conducts gravel surface work including dragging, re-gravelling and dust control.

Carries out roadside maintenance, including mowing, weed control and litter pick-up.

Provides maintenance of signs, guardrails, guide posts and traffic control devices.

Performs maintenance on bridges and drainage facilities.

Conducts winter maintenance activities including snow plowing, snow fencing, sanding and salting.

#### **EXPECTED RESULTS**

Maintenance of the provincial highway system to ensure safe and efficient travel.

Preservation of highway infrastructure and aesthetics through adequate mowing, weed control, drainage, and other roadside maintenance activities.

Promotion of safety and travel information to highway users through maintenance of regulatory and information signs and other traffic control devices.

Provision of adequate bridge maintenance to maintain the integrity of the bridge system.

## **SUB-APPROPRIATION 15-6A**

### **MAINTENANCE PROGRAM**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
Professional/Technical	661.27	19,658.6	661.27	19,519.4
	-	2,434.4	-	2,434.4
	661.27	22,093.0	661.27	21,953.8
Less: Allowance for Staff Turnover	-	(115.0)	-	
Total Salaries & Employee Benefits	661.27	21,978.0	661.27	21,953.8
<b>OTHER EXPENDITURES</b>				
Transportation		750.0		750.0
Communication		650.0		650.0
Supplies and Services		39,611.6		35,041.1
Materials	12,461.6		9,500.0	
Railway Crossing Maintenance	800.0		800.0	
Grants in Lieu of Taxes	600.0		600.0	
Utilities	1,500.0		1,500.0	
Equipment	18,750.0		17,500.0	
Municipal Maintenance Payments	1,700.0		1,700.0	
Other	3,800.0		3,441.1	
Other Operating		1,300.0		1,200.0
Total Other Expenditures		42,311.6		37,641.1
<b>TOTAL SUB-APPROPRIATION</b>		64,289.6		59,594.9



## **SUB-APPROPRIATION 15-6B**

### **MECHANICAL EQUIPMENT SERVICES**

#### **OBJECTIVES:**

To provide mechanical equipment and warehousing services to support the safe and efficient delivery of the Department's construction, maintenance and remote airport programs in a manner which incorporates the principles of sustainable development and environmental awareness.

#### **ACTIVITY IDENTIFICATION:**

Develops policy and standards applicable to the maintenance and preservation of the mechanical equipment fleet and the Department's warehouse operations.

Acquires and services a variety of mechanical equipment required for highway maintenance for the Department.

Operates a network of repair and warehouse facilities throughout the province to provide equipment, materials and parts to the department.

Regularly inspects and provides preventive maintenance on equipment and facilities to prolong service life.

Acquires and maintains equipment required for airport operations to ensure serviceability of remote airports.

Purchases and provides material, equipment and equipment parts to the Department.

#### **EXPECTED RESULTS:**

Timely provision of appropriate equipment to deliver cost-effective highway maintenance services.

Provision of equipment and maintenance to ensure the safe and efficient operation of remote provincial airports.

The timely and cost-effective distribution of supplies and equipment parts.

**SUB-APPROPRIATION 15-6B****MECHANICAL EQUIPMENT SERVICES**

<b>SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>Estimates of Expenditure 2000/01</b>		<b>Estimates of Expenditure 1999/2000</b>	
	<b>FTE</b>	<b>\$(000's)</b>	<b>FTE</b>	<b>\$(000's)</b>
Managerial	1.00	63.4	1.00	63.9
Professional/Technical	180.50	5,538.7	180.50	5,589.5
Administrative Support	23.00	861.5	23.00	868.2
Employee Benefits	-	535.0	-	535.0
	204.50	6,998.6	204.50	7,056.6
Less: Allowance for Staff Turnover	-	(32.6)	-	(32.6)
Total Salaries & Employee Benefits	204.50	6,966.0	204.50	7,024.0
<b>OTHER EXPENDITURES</b>				
Transportation		550.0		550.0
Communication		66.8		66.8
Supplies and Services		11,732.7		10,132.7
Accommodation	841.3		1,012.6	
Fuel - Truck	5,600.0		4,000.0	
Tires	375.0		375.0	
Repairs and Maintenance	3,171.3		3,000.0	
Utilities	400.0		400.0	
Equipment Rentals	695.0		695.0	
Other	650.1		650.1	
Other Operating		754.5		754.5
Vehicle Insurance	500.0		500.0	
Other	254.5		254.5	
Warehouse Stores Purchases		4,940.0		4,940.0
Total Other Expenditures		18,044.0		16,444.0
TOTAL GROSS EXPENDITURES		25,010.0		23,468.0
LESS: RECOVERABLE FROM OTHER APPROPRIATIONS		(25,010.0)		(23,468.0)
TOTAL SUB-APPROPRIATION		0.0		0.0



## **SUB-APPROPRIATION 15-6G**

### **OTHER PROJECTS**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Highway Maintenance Equipment		20.0		20.0
Airport Improvements		3,295.1		3,295.1
Ferries and Landings		120.9		120.9
Building and Storage Yards		429.8		429.8
Improvements to Weigh Scales		40.0		40.0
TOTAL SUB-APPROPRIATION		<u>3,905.8</u>		<u>3,905.8</u>

## **SUB-APPROPRIATION 15-6H**

### **WINTER ROADS**

#### **OBJECTIVES:**

To facilitate the hauling of freight to northern and remote communities through the construction and maintenance of winter roads. To maximize the creation of local employment opportunities.

#### **ACTIVITY IDENTIFICATION:**

Identifies areas for winter road construction to be funded exclusively by the Province and cost-shared between the Governments of Manitoba with the Government of Canada and other third parties.

Funds and administers the construction and maintenance of winter roads in designated areas.

#### **EXPECTED RESULTS:**

Lower cost and more convenient transportation of bulk goods to northern and remote communities in Manitoba.

The development of local employment opportunities in northern and remote areas.

## SUB-APPROPRIATION 15-6H

### WINTER ROADS

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Winter Road - 100% Provincial		275.0		275.0
Winter Roads - Shareable with Canada and Third Parties		<u>3,507.9</u>		<u>1,900.0</u>
TOTAL SUB-APPROPRIATION		<u><u>3,782.9</u></u> <sup>1</sup>		<u><u>2,175.0</u></u>

*Explanation:*

1. Increase primarily due to the additional winter roads for Tadoule Lake and Granville Lake.



Resolution No.	Approp. No.	Highways and Government Services (15) Details of Appropriation	Estimates of Expenditure 2000/01 \$(000's)	Estimates of Expenditure 1999/2000 \$(000's)
15.7	7.	AMORTIZATION OF CAPITAL ASSETS	11,475.7	11,634.9
		<ul style="list-style-type: none"> <li>Provides for the amortization of capital assets.</li> </ul>		
		(a) Desktop Management Initiatives	-	-
		(b) Air Services	126.4	1,721.9
		(c) Amortization Expense	11,349.3	9,913.0
			<u>11,475.7</u>	<u>11,634.9</u>



## **SUB-APPROPRIATION 15-7**

### **AMORTIZATION OF CAPITAL ASSETS**

#### **OBJECTIVES:**

To amortize those capital assets which are owned by the Manitoba Government and which are administered by or pertain to this Department.

#### **ACTIVITY IDENTIFICATION:**

Amortization of Desktop Management Initiative.

Amortization of Better Methods (SAP).

Amortization of existing asset inventory.

#### **EXPECTED RESULTS:**

The systematic write-off to expense of the cost of an asset over its expected economic useful life.

**SUB-APPROPRIATION 15-7****AMORTIZATION OF CAPITAL ASSETS**

	Estimates of Expenditure 2000/01 \$(000's)	Estimates of Expenditure 1999/2000 \$(000's)
(a) Desktop Management Services		
(1) Amortization Expense	15,040.8	13119.3
(2) Recoverable from other Appropriations	(15,040.8)	(13,119.3)
	<u>0.0</u>	<u>0.0</u>
(b) Air Services		
(1) Amortization Expense	1,742.6	1,721.9
(2) Recoverable from other Appropriations	(1,616.2)	
	<u>126.4</u>	<u>1,721.9</u>
(c) Amortization Expense		
	<u>11,349.3</u>	<u>9,913.0</u>
 TOTAL APPROPRIATION	 <u>11,475.7</u>	 <u>11,634.9</u>



## **PART 3**

### **HISTORICAL INFORMATION**

**DEPARTMENT OF HIGHWAYS AND GOVERNMENT SERVICES  
FIVE YEAR EXPENDITURE AND STAFFING SUMMARY BY APPROPRIATION (\$000)  
FOR YEARS ENDING MARCH 31, 1997 - MARCH 31, 2001**

	Actual Estimates of Expenditures						ADJUSTED ESTIMATES OF EXPENDITURES	PRINTED MAIN ESTIMATES OF EXPEND.		
	1996/97		1997/98		1998/99					
	FTE	\$	FTE	\$	FTE	\$				
Administration and Finance	120.50	7,612.0	119.75	7,332.5	119.75	7,980.3	123.50	8,754.6	116.00	8,384.6
Highways and Transportation Programs	818.00	80,725.4	845.29	54,475.5	847.46	56,406.1	877.69	58,974.5	877.69	59,501.5
Accommodation Development & Property Management	606.55	36,021.1	556.06	40,627.6	556.06	25,739.0	553.06	34,789.2	560.86	32,270.5
Supply & Services	132.37	2,551.8	133.72	6,542.1	135.72	8,184.5	139.72	6,181.2	141.72	7,103.6
Emergency Management Organization	15.26	919.0	14.00	946.8	14.00	1,076.3	14.30	1,352.2	19.00	1,477.4
Infrastructure Works	1,181.00	164,680.3	1,181.00	160,109.0	1,190.00	172,405.0	1,225.27	170,104.7	1,225.27	177,407.3
Amortization of Capital Assets						8,996.9		11,634.9		11,475.7
TOTAL	2,873.68	292,509.6	2,849.82	270,033.5	2,862.99	280,768.1	2,933.54	291,791.3	2,940.54	297,620.6

**PART 4**

**CAPITAL INVESTMENT**

## **CAPITAL INVESTMENT**

### **OBJECTIVES:**

To acquire and maintain capital assets which are administered by this Department for the Manitoba Government.

### **ACTIVITY IDENTIFICATION:**

Acquisition, construction and major repairs to capital assets owned by the Manitoba Government and administered by this Department, including corporate desktop assets and air services capital.

### **EXPECTED RESULTS:**

To ensure recognition of all capital costs associated with the acquisition, construction and maintenance of physical assets.

Res. No.	Approp. No.	Estimates of Capital Investment 2000/01 \$(000's)	Estimates of Capital Investment 1999/2000 \$(000's)
		<b>CAPITAL INVESTMENT</b>	
		<b>23,658.6</b>	<b>42,153.8</b>
		<b>7. Highways and Government Services</b>	
		<ul style="list-style-type: none"> <li>Provides for the acquisition of highways maintenance equipment; construction of physical assets and major renovation projects; acquisition and maintenance of government aircraft as well as for the funding of infrastructure associated with the corporate desktop management initiative throughout government.</li> </ul>	
		(a) Highways Capital Projects	
		<b>6,122.3</b>	<b>1,453.8</b>
		(b) Government Services Capital Projects	
		<b>12,600.0</b>	<b>24,500.0</b>
		(c) Air Services Capital Projects	
		<b>1,936.3</b>	<b>-</b>
		(d) Desktop Management Initiative	
		<b>3,000.0</b>	<b>16,200.0</b>
		<b>23,658.6</b>	<b>42,153.8</b>





**PART 5**  
**SPECIAL OPERATING AGENCIES**

# **FLEET VEHICLES AGENCY**

## **BACKGROUND**

In 1934, Fleet Vehicles was created as a branch of the Manitoba Provincial Government to provide a centralized fleet management program. It was established to maximize efficiencies in vehicle acquisitions, maintenance and use, and to lower overall vehicle operating costs to government. On April 1, 1992, the Branch was approved as a Special Operating Agency (SOA), the first such agency at the provincial level in Canada.

## **RESPONSIBILITY**

Fleet Vehicles Agency (*FLEET*) provides competitive, comprehensive fleet management services to public sector organizations in Manitoba, including provincial departments, agencies and crown corporations. The fleet consists of more than 2,400 vehicles including trucks (49%), vans (32%) and sedans (19%), operating from more than 600 locations throughout the province. The fleet travels approximately 50 million kilometers annually. Approximately one-third of the fleet is serviced by *FLEET'S* central Winnipeg garage with the remainder serviced by the Agency's private sector contracts throughout Manitoba, with *FLEET* ensuring high service standards to clients regardless of location.

## **VISION**

TO PROVIDE COMPLETE VEHICLE MANAGEMENT SERVICES  
TO THE BROADER PUBLIC SECTOR.

## **MISSION**

WE ARE COMMITTED TO PROVIDE OUR CLIENTS WITH A COMPLETE  
RANGE OF QUALITY FLEET MANAGEMENT SERVICES TO ASSIST IN THE  
EFFICIENT DELIVERY OF PUBLIC PROGRAMS.

## **VALUES**

- Satisfy and exceed stakeholder expectations;
- Provide dependable and responsive service at competitive prices;
- Promote open communication and teamwork;
- Encourage individual learning, growth and achievement;
- Provide a safe work environment for all employees;
- Eliminate or minimize risks to the environment.

## CRITICAL SUCCESS FACTORS

- Enhance the value and quality of our service to meet stakeholders' expectations;
- Administer assets and resources in a fiscally responsible manner;
- Operate efficient and effective management information systems;
- Advance new market opportunities;
- Foster an Agency that informs and prepares all stakeholders;
- Foster an Agency that informs, prepares and empowers employees.

## SPECIAL OPERATING AGENCY STATUS

Fleet Vehicles became an SOA on April 1, 1992, the first such agency at the provincial level in Canada. Operating as an SOA has led to improved customer service and service quality, while reducing the provincial government's overall vehicle costs. With the introduction of an improved rate structure and comprehensive fleet management information system, clients have expressed greater satisfaction with the services provided.

## 2000/01 KEY OBJECTIVES

### Marketing and Sales:

- Broaden the "traditional" provincial customer base and explore new market opportunities;
- Maximize success of new product or new service launches by *FLEET*.

### Service:

- Acquire suitable vehicles for *FLEET* clients and dispose of vehicles at an optimum time in order to meet clients' ground transportation needs and lower overall vehicle costs;
- Maximize vehicle repair facility efficiencies to ensure high quality service to provincial and broader public sector clients operating within the vicinity of Winnipeg;
- Manage environmental issues and concerns in order to meet or exceed existing guidelines.

### Organization and Management:

- Retain existing clients through efficiencies and increased customer satisfaction;
- Prepare a skilled workforce for the changing work environment;
- Ensure customers are aware of services and employees are aware of business objectives;
- Implement a management information system that meets the needs of internal and external clients.
- Work towards implementing a rewards strategy to encourage full and effective utilization of assets and resources.

### Finance:

- Provide financial services and support to *FLEET* management and staff to assist them in meeting *FLEET*'s program delivery objectives and to assure compliance with government policies;
- Ensure that *FLEET*'s reliance on Loan Act Authority to finance the purchase of new and

- replacement vehicles is not increased when compared to levels in recent years;
- Safeguard and maximize use of assets and resources.

## 2000/01 KEY TARGETS

- Be the successful bidder on 100% of current client tenders issued for vehicle leasing and management for the 2000/01 business year;
- Establish a joint steering committee with Manitoba Highways by June 30, 2000 to determine if there is commonality of purpose, and to establish procedures in the exploration of a cooperative venture that would benefit *FLEET*, Highways, and the provincial government as a whole;
- Partner with the Department of Conservation to acquire a Hybrid Gasoline-Electric vehicle by December 31, 2000;
- Maintain repair services that are cost competitive through a maximum shop door rate below \$50.00 per hour and a maximum parts markup of 16% during 2000/01;
- Ensure high quality service work by maintaining a maximum work order comeback rate below 1.0%;
- Continue to maintain *FLEET*'s Loan Act draw down percentage relative to vehicle costs at approximately 60% each year;
- Improve *FLEET*'s cash position by decreasing days sales in receivables to 45 days by September 30, 2000;
- Explore federal/municipal market opportunities for full service leases and obtain up to 40 permanent assignments by March 31, 2003;
- Investigate repair facility opportunities by contacting 100% of prospective customers within the crown corporations/non-client agencies and federal/municipal markets in and around Winnipeg;
- Provide an average of a minimum of 10 hours of development training for all repair facility staff in 2000/01;
- Ensure all *FLEET* managers and staff receive training identified from the yearly Performance Management program within 12 months of identification;
- Evaluate and modify the previously prepared rewards strategy to reinforce achievement of Organization goals by September 30, 2000;
- Implement a rewards strategy for *FLEET* employees by March 31, 2000;
- Incorporate the following custom applications in Keys by March 31, 2001;
  - *FLEET* Back Office
  - Work Order Invoicing
  - Credit Card
  - Enhanced Replacement System
  - Staff Attendance and Human Resources
  - TaxBen;
- Review Operating Charter and delegated authorities by September 30, 2000, to determine amendments that may be required to ensure operating efficacy;
- Review written agreements or establish new service agreements with Manitoba Government departments and agencies by September 30, 2000, to ensure that the arrangements are known and precise to all parties.

## NOTES TO THE FINANCIAL STATEMENTS

### 1. BASIS OF ACCOUNTING

- 1.1 The financial statements of the Agency are presented in accordance with generally accepted accounting principles.
- 1.2 The Agency's fiscal year is from April 1 to March 31.

### 2. BALANCE SHEET ASSETS

- 2.1 Trade receivables are projected at average month-end balances approximately a 45 day outstanding period.
- 2.2 Inventories are valued at the lower of cost and market value.
- 2.3 Rates and bases of amortization applied to write off the cost less estimated salvage value of capital assets over their estimated lives are as follows:

Vehicles (accelerated)	30%, declining balance
Vehicles (signed lease agreement)	straight line over term of lease
Office and shop equipment	20%, declining balance
Computer software and equipment	20%, straight line
Leasehold improvements	10% straight line

### 3. BALANCE SHEET LIABILITIES

- 3.1 Trade accounts payable are assumed to be paid in approximately 30 days.
- 3.2 The Agency has a working capital line of \$4.0 million with interest set at the prime rate. Loan Act Authorities for 2000/01 and succeeding years are repayable at interest rates from 5 ½ % to 7 1/8%.
- 3.3 All Loan Act Authorities are repayable over five years in semi-annual installments of principal and interest.

**FLEET VEHICLES AGENCY**  
AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCIAL AUTHORITY  
**Projected Balance Sheet**

\$(000s)	For the Year Ended	<u>Mar 31/00</u>	<u>Mar 31/01</u>	<u>Mar 31/02</u>
<b>Assets</b>				
Current				
Cash		-	-	-
Receivables		3,310.6	2,910.2	2,983.8
Inventories		50.0	50.5	51.0
Prepays		1,105.7	1,164.2	1,222.3
		<u>4,466.3</u>	<u>4,124.9</u>	<u>4,257.1</u>
Capital Assets		26,826.1	28,625.6	32,268.0
Cash held for funding of pension liability		828.1	992.3	1,169.5
Receivable from the Province of Manitoba		219.2	219.2	219.2
		<u>\$32,339.7</u>	<u>\$33,962.0</u>	<u>\$37,913.8</u>
<b>Liabilities</b>				
Current				
Working capital payable, net of cash		2,413.4	2,932.9	3,397.9
Payables and accruals		740.0	770.0	800.0
Unearned revenue		340.0	360.0	380.0
Current portion of long term debt		4,807.1	4,446.5	4,738.9
		<u>8,300.5</u>	<u>8,509.4</u>	<u>9,316.8</u>
Long term debt		8,838.5	9,692.0	12,233.1
Pension liability		828.1	992.3	1,169.5
Severance pay liability		270.1	297.4	313.6
		<u>18,237.2</u>	<u>19,491.1</u>	<u>23,033.0</u>
<b>Equity</b>				
Contributed Equity		4,117.6	4,117.6	4,117.6
Retained Earnings		9,984.9	10,353.3	10,763.2
		<u>14,102.5</u>	<u>14,470.9</u>	<u>14,880.8</u>
<b>Total Liabilities &amp; Equity</b>		<u>\$32,339.7</u>	<u>\$33,962.0</u>	<u>\$37,913.8</u>

**FLEET VEHICLES AGENCY**  
**AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCIAL AUTHORITY**  
**Projected Statements of Earnings and Retained Earnings**

\$(000s)	For the Year Ended	<u>Mar 31/00</u>	<u>Mar 31/01</u>	<u>Mar 31/02</u>
<b>Revenue</b>				
Vehicle leases		\$19,383.6	<b>\$20,499.5</b>	\$20,954.2
Gain on disposal of vehicles and equipment, net		282.6	<b>225.2</b>	204.8
Interest income		11.3	<b>20.0</b>	20.0
Other revenue		1,350.4	<b>1,390.3</b>	1,447.5
		<u>21,027.9</u>	<u><b>22,135.0</b></u>	<u>22,626.5</u>
<b>Expenses</b>				
Salaries		1,910.3	<b>1,920.3</b>	1,929.8
Vehicle operating expenses		14,808.3	<b>15,688.7</b>	16,008.3
Administrative expenses		1,238.3	<b>1,329.7</b>	1,372.7
Community service		100.0	<b>24.0</b>	26.0
Interest expense		714.2	<b>803.9</b>	879.8
		<u>18,771.1</u>	<u><b>19,766.6</b></u>	<u>20,216.6</u>
<b>Net earnings</b>		<u><b>\$2,256.8</b></u>	<u><b>\$2,368.4</b></u>	<u><b>\$2,409.9</b></u>
Retained Earnings, beginning of year		\$9,728.1	<b>\$9,984.9</b>	\$10,353.3
Net Earnings		2,256.8	<b>2,368.4</b>	2,409.9
Revenue Sharing to the Consolidated Fund		(2,000.0)	<b>- 2,000.0</b>	- 2,000.0
<b>Retained Earnings, end of year</b>		<u><b>\$9,984.9</b></u>	<u><b>\$10,353.3</b></u>	<u><b>\$10,763.2</b></u>

**NOTES:**

Salary expenditures are for 45 approved staff years. Benefits at 17.8% of direct salary costs are included in administrative expenses.



**FLEET VEHICLES AGENCY**  
**AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCIAL AUTHORITY**  
**Projected Statement of Cash Flows**

\$(000s)	For the Year Ended	<u>Mar 31/00</u>	<u>Mar 31/01</u>	<u>Mar 31/02</u>
<b><i>Cash flows from operating activities</i></b>				
Net Earnings		\$2,256.8	<b>\$2,368.4</b>	\$2,409.9
Amortization		5,996.7	<b>6,036.8</b>	6,094.7
Gain on disposal of vehicles and equipment, net		(282.6)	<b>(225.2)</b>	(204.8)
Increase in pension liability		148.4	<b>164.2</b>	177.2
Increase in severance pay liability		27.8	<b>27.3</b>	16.2
		<u>8,147.1</u>	<u><b>8,371.5</b></u>	<u>8,493.2</u>
Change in:				
Receivables		(138.4)	<b>400.4</b>	(73.6)
Inventories		(6.5)	<b>(0.5)</b>	(0.5)
Prepays		(27.5)	<b>(58.5)</b>	(58.1)
Payables and accruals		43.7	<b>30.0</b>	30.0
Unearned revenue		36.8	<b>20.0</b>	20.0
Net cash provided by operating activities		<u>8,055.2</u>	<u><b>8,762.9</b></u>	<u>8,411.0</u>
<b><i>Cash flows from investing activities</i></b>				
Proceeds on disposal of vehicles and equipment		950.0	<b>1,426.0</b>	2,252.3
Acquisition of vehicles		(8,172.9)	<b>(8,770.7)</b>	(11,613.1)
Acquisition of equipment		(159.4)	<b>(126.4)</b>	(106.5)
Acquisition of leasehold improvements		(75.6)	<b>(140.0)</b>	(65.0)
Cash held for funding of pension liability		(148.4)	<b>(164.2)</b>	(177.2)
Net cash used in investing activities		<u>(7,606.3)</u>	<u><b>(7,775.3)</b></u>	<u>(9,709.5)</u>
<b><i>Cash flows from financing activities</i></b>				
Proceeds from Loan Act Authority draw downs		4,740.0	<b>5,300.0</b>	7,280.0
Long term debt repayment		(3,747.0)	<b>(4,807.1)</b>	(4,446.5)
Revenue sharing to the Consolidated Fund		(2,000.0)	<b>(2,000.0)</b>	(2,000.0)
Net Cash provided by (used in) financing activities		<u>(1,007.0)</u>	<u><b>(1,507.1)</b></u>	<u>833.5</u>
Net decrease in cash		(558.1)	<b>(519.5)</b>	(465.0)
<b><i>Working capital payable, net of cash</i></b>				
Beginning of year		(1,855.3)	<b>(2,413.4)</b>	(2,932.9)
Cash & cash equivalents ending balance		<u><u>(\$2,413.4)</u></u>	<u><u><b>(\$2,932.9)</b></u></u>	<u><u>(\$3,397.9)</u></u>

# **LAND MANAGEMENT SERVICES**

## **BACKGROUND**

The Land Acquisition Branch was created in 1965 as part of the Department of Public Works. *The Land Acquisition Act* was passed into law in the same year to bring consistency and uniformity to the process of real estate acquisition by government. Part I of *The Land Acquisition Act* established the Land Acquisition Branch and Part II established The Land Value Appraisal Commission.

## **RESPONSIBILITY**

The Land Acquisition Branch was made responsible for the appraisal and acquisition of real property for Departments and Government Agencies, as well as the disposal of surplus buildings and land. The head office was decentralized to Portage la Prairie in April 1993, and a regional office continues to be located in Dauphin, with appraisers located in Winnipeg, Brandon, Dauphin and Portage la Prairie.

## **VISION**

TO BE THE PRIME SUPPLIER OF CENTRALIZED ONE STOP  
SHOPPING OR REAL ESTATE SERVICES TO THE MANITOBA PUBLIC SECTOR  
USING AN OPTIMAL BLEND OF INTERNAL AND EXTERNAL RESOURCES

## **MISSION**

TO PROVIDE COMPREHENSIVE AND ECONOMICAL LAND MANAGEMENT SERVICES  
TO VARIOUS LEVELS OF GOVERNMENT DEPARTMENTS, BOARDS,  
COMMISSIONS, CORPORATIONS AND AGENCIES

## **PRINCIPLES**

- Provide efficient and effective property management services that offer better value for money than clients could otherwise achieve.
- Run Agency operations, as far as practical, according to best business practices.
- Follow best public and private sector employment practices and improve staff involvement, to the greatest degree practicable, in all aspects of its operations.
- Continually assess the Agency's policies and procedures in relation to overall efficiency and effectiveness.

## **CRITICAL SUCCESS FACTORS**

- An increase of technological changes created efficiencies for appraisers and staff that produced savings to clients in excess of \$193.0 annually.
- Regular staff meetings of all business areas of LMS facilitate the sharing of ideas to afford staff the opportunity to address operational problems.
- Quarterly newsletters produced sharing agency information and financial results.
- Continuous training in the use of new technology and applications is provided to employees, as well as five days training related to employee's individual jobs.
- Performance measurements by business section and individual employee are monitored on a monthly basis to track ongoing performance results against budgeted projections.
- Continued imaging of 48,000 legal pockets originally estimated to take approximately four more years to complete
- A disaster recovery plan was designed for all computer and file systems at LMS.
- Continuation of converting paper records used in research to digital format to reduce research time for staff.
- Monitoring cost centers to insure rates charged cover cost of delivery.
- Follow up with staff by September 2000 to determine if organizational structure as amended in 1999/00 business year functional and working well. Adjustments to be made if required.

## **SPECIAL OPERATING AGENCY STATUS**

Land Management Services became an SOA to provide more timely and cost-effective services to Government Departments, Boards, and Agencies.

Land Management Services in its efforts to improve services has concentrated on improving internal processes by developing information systems, strengthening internal and external communications.

Specific initiatives include:

- Clearly defining operations;
- Setting demanding goals for performance and developing strategies for attaining these goals;
- Applying and adapting the best private and public sector management techniques;
- Monitoring performance to ensure continuous progress toward goals.

## **GOALS AND OBJECTIVES**

### **Long Term Goals**

- To be a proactive participant in identifying properties surplus to government requirements.
- To prepare and market for sale, properties identified as surplus to government requirements.
- To review the appropriateness of assessments levied against government properties and recommend that clients file appeals as required.
- To provide efficient and effective real estate services that offer better value for money than clients could otherwise achieve.
- To achieve financial and other performance targets as the Minister may from time to time decide, through consultation with the Deputy Minister and the Assistant Deputy Minister.

- To run Agency operations, as far as practical, according to best business practices.
- To maintain and renew equipment and other assets, in light of operational needs, using appropriate methods of investment.
- To follow best public and private sector employment practices and to improve staff involvement to the greatest degree practicable, in all aspects of operations.
- To continually assess the Agency's policies and procedures in relation to overall efficiency and effectiveness.

### **Short Term Objectives**

- To meet the expectations of a satisfied, informed and diverse client base.
- To ensure that fair and equitable business practices are performed.
- To ensure that an accessible, safe and secure environment is maintained for all record storage.
- To ensure that LMS is maintaining a positive work environment for staff members.

## **KEY STRATEGIES AND ACTIONS**

### **Explore New Market Opportunities**

- To increase customer base by two new clients by March 31, 2001.
- Select customs segments from rural municipalities.
- Identify who are the decision-makers within each segment and introduce LMS to them.
- Direct mail of brochures to all potential clients.
- Arrange presentations to the group at annual meetings.
- Explain services offered and the One-Stop-Shopping concept for land transactions, using personal presentations and video.
- Direct phone contact with the decision-makers.

### **Retain and enhance existing customer base through education of customers and staff**

- Improve client satisfaction rating to over 90% by making clients aware of the processes involved and improving service delivery and reporting.
- Meetings with principals to demonstrate processes involved with LMS services.
- Demonstrate improved efficiencies realized through technology, reducing project time and cost.
- Demonstrate online reporting for clients.
- Establish complaint log with resolutions.
- Conduct client surveys on completed projects.
- Managerial meetings to identify and act upon results of client surveys and complaints.
- Customer service training for staff.
- Client day seminar to demonstrate improved efficiencies and reporting.

### **Convey marketing information to other Government Departments and Agencies**

- Identify potential users of information retained in LMS's databases.
- Identify type of information clients require.
- Develop delivery method.
- Inform clients of the service by direct mail and/or personal contact at a customer seminar.
- Demonstrate at client seminar the search and reporting capabilities of new databases and other information available.
- Survey potential clients for information needs.

## **NOTES TO THE FINANCIAL STATEMENTS**

### **1. BASIS OF ACCOUNTING**

- 1.1 The financial statements of the Agency are presented in accordance with generally accepted accounting principles.
- 1.2 The Agency's fiscal year is from April 1 to March 31.

### **2. BALANCE SHEET ASSETS**

- 2.1 Property and equipment are depreciated over their useful life as follows:

Office Equipment	20%	Declining Balance Basis
Computer Equipment	20%	Straight Line

### **3. BALANCE SHEET LIABILITIES**

- 3.1 Loan act authority has not been requested.
- 3.2 Working capital advances are provided by the Department of Finance, Treasury Division. Interest is calculated at the commercial prime lending rate.

**LAND MANAGEMENT SERVICES**  
**AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCIAL AUTHORITY**  
**Pro-Forma Balance Sheet**

\$(000s)	For the year ended	<u>Mar 31/00</u>	<u>Mar 31/01</u>	<u>Mar 31/02</u>
<b>Assets</b>				
Current Assets:				
Cans and short term deposits		-	-	70.4
Pension investment		368.3	423.2	501.3
Accounts receivable		433.9	394.4	436.5
Accounts receivable Provincial		132.9	132.9	132.9
Work in progress		96.1	171.2	171.3
Prepaid expenses		4.5	-	-
Total Current Assets		1,035.7	1,121.7	1,312.4
Other Assets:				
Accounts receivable (Manitoba)		187.5	187.5	187.5
Finalizing - trust		2.2	4.0	6.0
<b>Fixed Assets (Net)</b>		597.9	438.9	301.4
<b>Total Assets</b>		<u>\$1,823.3</u>	<u>\$1,752.1</u>	<u>\$1,807.3</u>
<b>Liabilities</b>				
Current liabilities:				
Working capital payable (see note 3.2)		257.9	171.7	-
Accounts payable and accrued liability		382.4	376.8	230.4
Funds in trust payable		85.9	-	-
Total current liabilities		726.2	548.5	230.4
Other liabilities:				
Pension Liability		368.3	423.2	501.3
Severance pay liability		204.8	216.9	228.2
Finalizing - unearned revenue		2.2	4.0	6.0
		1,301.5	1,192.6	965.9
<b>Sale of surplus land reserve</b>		200.0	200.0	200.0
<b>Retained earnings</b>		321.8	359.5	641.4
<b>Total Liabilities &amp; Equity</b>		<u>\$1,823.3</u>	<u>\$1,752.1</u>	<u>\$1,807.3</u>



**LAND MANAGEMENT SERVICES**  
**AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCIAL AUTHORITY**  
**Pro-Forma Statement of Earnings and Retained Earnings**

\$(000s)	For the year ended	<u>Mar 31/00</u>	<u>Mar 31/01</u>	<u>Mar 31/02</u>
<b>Revenue</b>				
Paralegal		\$1,054.2	<b>\$1,018.8</b>	\$1,014.0
Appraisal		1,396.3	<b>1,443.4</b>	1,450.4
Sales & Leasing		173.8	<b>228.1</b>	226.9
Administrative		110.1	<b>163.6</b>	162.9
Other		1.9	-	-
<b>Total Revenue</b>		<u>2,736.3</u>	<u><b>2,853.9</b></u>	<u>2,854.2</u>
<b>Expenses</b>				
Salaries		1,411.5	<b>1,230.5</b>	1,242.2
Employee benefits salaries		214.4	<b>226.0</b>	228.2
		<u>1,625.9</u>	<u><b>1,456.5</b></u>	<u>1,470.4</u>
Administrative expenses		894.2	<b>859.7</b>	833.0
Loss on disposal of assets		31.5	-	-
		<u>925.7</u>	<u><b>859.7</b></u>	<u>833.0</u>
<b>Total Expenses</b>		<u>\$2,551.6</u>	<u><b>\$2,316.2</b></u>	<u>\$2,303.4</u>
<b>Net Earnings</b>		<u>\$184.7</u>	<u><b>\$537.7</b></u>	<u>\$550.8</u>
<b>Retained earnings, beginning of year</b>		637.1	<b>321.8</b>	359.5
<b>Net earnings</b>		184.7	<b>537.7</b>	550.8
<b>Dividends (payable)</b>		<u>(500.0)</u>	<u><b>(500.0)</b></u>	<u>(268.9)</u>
<b>Retained Earnings, end of year</b>		<u>\$321.8</u>	<u><b>\$359.5</b></u>	<u>\$641.4</u>

**LAND MANAGEMENT SERVICES**  
**AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY**  
**Pro-Forma Statement of Changes in Financial Position**

\$(000s)	For the year ended	<u>Mar 31/00</u>	<u>Mar 31/01</u>	<u>Mar 31/02</u>
<b><i>Cash derived from (applied to)</i></b>				
<b>OPERATING</b>				
Net Earnings		184.7	537.7	550.8
Amortization		175.0	181.1	157.5
Increase in pension liability		82.3	77.4	78.1
Increase in severance pay liability		9.9	11.1	11.3
Accounts receivable & work in progress		215.2	(65.0)	(42.2)
Prepaid expenses		234.2	0.0	0.0
Change in payables and accruals		(158.2)	(58.7)	(146.4)
Unearned Revenue		2.2	2.0	2.0
Cash provided by operations		<u>\$745.3</u>	<u>\$685.6</u>	<u>\$611.1</u>
<b>INVESTING</b>				
Equipment		(226.9)	(20.0)	(20.0)
Special projects - trust		(2.2)	(2.0)	(2.0)
Pension trust		(82.3)	(77.4)	(78.1)
Revenue sharing		(500.0)	(500.0)	(268.9)
		<u>(811.4)</u>	<u>(599.4)</u>	<u>(369.0)</u>
Net increase (decrease) in cash		(66.1)	86.2	242.1
Cash and short term investments opening		<u>(191.8)</u>	<u>(257.9)</u>	<u>(171.7)</u>
Cash and short term investments closing		<u>(\$257.9)</u>	<u>(\$171.7)</u>	<u>\$70.4</u>



# **MATERIALS DISTRIBUTION AGENCY**

## **BACKGROUND**

In 1974, Materials Distribution was created to cost effectively meet the supply needs of departments and certain boards, commissions and agencies of the Crown for a variety of commonly used items. On April 1, 1993, the Branch was approved as Manitoba's second SOA.

## **RESPONSIBILITY**

The Materials Distribution Agency currently provides stationery and office furnishings, janitorial supplies; laboratory and reproductive health supplies; and computer software, licences and manuals to government departments, boards, commissions, Crown corporations, some school divisions, Manitoba municipalities and Federal Government offices within Manitoba. The Agency provides medical and ostomy supplies; and medical equipment to Manitobans primarily through the Continuing Care program and secondarily to other government funded Health programs. Additionally, the Agency operates key copy centers and provides a maintenance program for office equipment.

## **VISION**

TO BECOME THE SUPPLIER OF CHOICE  
FOR THE PROVINCE OF MANITOBA'S MATERIAL MANAGEMENT NEEDS  
INCLUDING THE PROVISION OF COMMON SUPPLIES, EQUIPMENT  
RENTAL, MOVING, STORAGE AND DISPOSAL SERVICES.

## **MISSION**

TO PROVIDE THE PROVINCE OF MANITOBA AND THE BROADER PUBLIC SECTOR  
WITH EXCELLENT MATERIALS MANAGEMENT SERVICES AT THE  
LOWEST POSSIBLE COST AND GREATEST VALUE

## **PRINCIPLES**

- To satisfy and exceed customer expectations;
- To provide value-added products and services at competitive prices;
- To promote open communication and teamwork;
- To encourage individual learning, growth and achievement;
- To provide a safe work environment for all employees;
- To eliminate or minimize risks to the environment.

## **CRITICAL SUCCESS FACTORS**

- To provide products and services which offer better value for money than clients could otherwise realize;
- To achieve and sustain financial self-sufficiency;
- To renew equipment/assets on a business case basis;
- To remain an employer of choice, encourage staff participation, and achieve and sustain employee commitment to the success of the Agency;
- To establish and maintain a process of continuous performance improvements.

## **SPECIAL OPERATING AGENCY STATUS**

In approving its conversion to SOA status, it was agreed that the Agency would need a period of three years to properly adjust its systems and facilities to address the factors critical to its success. Over the past number of years, the Agency has redesigned and improved almost all of its operating systems, which has resulted in much improved productivity and customer service. The Agency underwent an evaluation of its effectiveness as an SOA, with the findings supporting the viability of the Organization as an SOA, and recommending implementation of optional status for 1998/99.

At the end of the 1999/2000 fiscal year, the Agency will have met a number of challenges since its inception as an SOA, which have assisted it in becoming the Supplier of Choice for the Province of Manitoba. The most significant milestones have included:

- Implementation of an accrual accounting and inventory system (1993/94);
- Relocation to much improved office and warehouse facilities (1994/95);
- Market expansion to include all Manitoba municipalities and Federal government offices located in Manitoba (1995/96);
- Integration of the Home Care Equipment and Supplies Program (HCESP) (1996/97);
- Development of a response for a Group Purchasing Program for the Regional Health Authorities (1997/98); and
- Integration of the Office Equipment Services (OES) program (1998/99);
- Implementation of a new financial management and inventory system (1999/00); and
- Transition of the Agency's information systems under the Province's Desktop Management Initiative.

## **KEY TARGETS**

- Maintain a 2 business day turnaround on 98% of urban orders and 4 business days on 98% of rural orders;
- Maintain stocked response rates to greater than 99% of all items ordered;
- Continue to produce and distribute the Catalogue and New Produce News flyers, and market services to Regional Health Authorities.

## **NOTES TO THE FINANCIAL STATEMENTS**

### **1. BASIS OF ACCOUNTING**

- 1.1 Generally accepted accounting principles and the accrual method of accounting basis have been used.
- 1.2 The Agency's fiscal year will be April 1 to March 31.
- 1.3 HCESP ostomy, medical supplies and equipment rental sales have been shown separately within inventory sales and other revenue.
- 1.4 OES user fees and copier center revenues have been shown separately.

### **2. BALANCE SHEET ASSETS**

- 2.1 Net cash position is significantly lower due to the investment required in a new financial and inventory management system during 1999/00.
- 2.2 Investments committed to fund the outstanding pension liability have been shown separately.
- 2.3 Inventory balances are valued at the lower of cost and net realizable value. A significant increase in inventory levels is anticipated due to changes in inventory management.
- 2.4 Capital Assets include the acquisition of existing HCESP assets and expenditures required to effectively amalgamate the Home Care program inside MDA. Expenditures include renovation costs; software and hardware; and warehouse and office equipment. Assets relating directly to the HCESP amalgamation are amortized at an accelerated rate over 3 years on a straight line basis.
- 2.5 The province has chosen not to reflect the annual lease costs for the DMI, as capital leases, rather as operating leases.
- 2.6 Other assets also increased significantly and include expenditures for a new accounting and inventory management system which will be amortized over 5 years on a straight line basis.

### **3. BALANCE SHEET LIABILITIES**

- 3.1 Accounts payable remained approximately at the same level.
- 3.2 For financing purposes, an independent entity known as the Special Operating Agencies Financing Authority (SOAFA) has been established. SOAFA and the Manitoba

Government entered into a Transfer Agreement respecting the transfer from Manitoba to the Financing Authority of assets valued at \$1,464.3 required for the continuing operations of the Materials Distribution Agency as at March 31, 1993. The Agency is responsible to repay the Financing Authority the debt portion (of the value of assets) and to record the balance (of the value of assets) as Manitoba's equity in the Financing Authority as related to the Agency's operations. The Long Term Debt is at an interest rate of 8.25% and is repayable over 10 years. This debt was retired on March 31, 1997, a full six years ahead of schedule.

Under the same financing Authority, the Agency financed the acquisition of the net assets of the HCESP valued at \$1,027.1 on April 1, 1997. The Long Term Debt is at an interest rate of 6.0% and is repayable over 5 years. This debt was retired on March 31, 1999, a full three years ahead of schedule.

- 3.3 Loan authorization comprises working capital advances and loan authorities.
- 3.4 Working capital advances are authorized at \$800.0. The interest rate for the working capital loan varies at the prime lending rate.
- 3.5 Pension benefits costs since the Agency's inception on April 1, 1993 have been included in the financial statement and the annual accumulated liability reflected separately. Funds have been committed and are shown separately (under Balance Sheet Assets).
- 3.6 Accumulated payroll severance costs are reflected separately. The Province has accepted responsibility for benefits accumulated to March 1, 1998. This is reflected as a fixed receivable, with no terms of repayment.

**MATERIALS DISTRIBUTION AGENCY**  
**AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCIAL AUTHORITY**  
**Pro-Forma Balance Sheet**

\$(000s)	For the year ended	<u>Mar 31/00</u>	<u>Mar 31/01</u>	<u>Mar 31/02</u>
<b>Assets</b>				
Current				
Cash & cash equivalents		\$3,185.1	<b>\$3,671.5</b>	\$4,196.1
Investments pension related		455.6	<b>592.6</b>	743.8
Receivables		1,500.0	<b>1,500.0</b>	1,500.0
Receivables - Province of Manitoba		362.5	<b>362.5</b>	362.5
Inventories		1,750.0	<b>1,500.0</b>	1,500.0
Prepaid		50.0	<b>35.0</b>	35.0
		<u>7,303.2</u>	<u><b>7,661.6</b></u>	<u>8,337.4</u>
Capital Assets				
Property and Equipment		722.9	<b>602.6</b>	646.2
Other Assets		967.0	<b>752.1</b>	537.2
		<u>1,689.9</u>	<u><b>1,354.7</b></u>	<u>1183.4</u>
<b>Total Assets</b>		<u><b>\$8,993.1</b></u>	<u><b>\$9,016.3</b></u>	<u><b>\$9,520.8</b></u>
<b>Liabilities</b>				
Current				
Payables and accruals		3,500.0	<b>3,250.0</b>	3,250.0
Pension liability		455.6	<b>592.6</b>	743.8
Severance liability		291.0	<b>302.8</b>	314.5
		<u>4,246.6</u>	<u><b>4,145.4</b></u>	<u>4,308.3</u>
<b>Equity</b>				
Contributed Equity		1,245.7	<b>1,245.7</b>	1,245.7
Retained Earnings		3,500.8	<b>3,625.2</b>	3,966.8
		<u>4,746.5</u>	<u><b>4,870.9</b></u>	<u>5,212.5</u>
<b>Total Liabilities &amp; Equity</b>		<u><b>\$8,993.1</b></u>	<u><b>\$9,016.3</b></u>	<u><b>\$9,520.8</b></u>

**MATERIALS DISTRIBUTION AGENCY**  
**AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCIAL AUTHORITY**  
**Pro-Forma Statement of Earnings and Retained Earnings**

\$(000s)	For the year ended	<u>Mar 31/00</u>	<u>Mar 31/01</u>	<u>Mar 31/02</u>
<b>Revenue</b>				
Sales		\$17,379.2	<b>\$15,693.3</b>	\$15,784.8
Less: Cost of goods sold		(13,337.6)	<b>(11,664.5)</b>	(11,758.4)
<b>Gross Profit</b>		4,041.6	<b>4,028.8</b>	4,026.4
<b>Expenses</b>				
Salaries		1,973.6	<b>2,100.4</b>	2,132.6
Pension Benefits		123.0	<b>137.0</b>	151.3
Operating Expenses		353.1	<b>367.8</b>	385.8
Administrative Expenses		820.6	<b>774.8</b>	673.6
		<u>\$3,270.3</u>	<u><b>\$3,380.0</b></u>	<u>\$3,343.3</u>
<b>Net Earnings</b>		771.3	<b>648.8</b>	683.1
<b>Retained Earnings, beginning of year</b>		2,929.5	<b>3,500.8</b>	3,625.2
<b>Net Earnings</b>		771.3	<b>648.8</b>	683.1
<b>Revenue Sharing to the Consolidated Fund</b>		(200.0)	<b>(524.4)</b>	(341.5)
<b>Retained Earnings, end of year</b>		<u>\$3,500.8</u>	<u><b>\$3,625.2</b></u>	<u>\$3,966.8</u>

**MATERIALS DISTRIBUTION AGENCY**  
**AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY**  
**Pro-Forma Statement of Changes in Financial Position**

<b>\$(000s)</b>	<b>For the year ended</b>	<b><u>Mar 31/00</u></b>	<b><u>Mar 31/01</u></b>	<b><u>Mar 31/02</u></b>
<b><i>Cash flows from operating activities</i></b>				
Net Earnings		\$771.3	\$648.8	\$683.1
Loss on disposal of assets - cost of goods sold		206.0	238.4	271.7
Amortization		644.6	539.9	424.6
Change in receivables		(59.2)		
Change in inventories		9.4	250.0	
Change in prepaid expenses		(33.8)	15.0	
Change in payables and accruals		(1,329.2)	(250.0)	
Change in severance liability		(32.1)	11.7	11.7
Net cash provided by operating activities		177.0	1,453.8	1,391.1
<b><i>Cash flows from investing activities</i></b>				
Capital Acquisitions:				
Computer conversion		(1,074.5)		
Computer equipment		(30.8)		
Office Equipment				
Warehouse Equipment		(11.0)	(3.0)	(45.0)
Leasehold Improvements				
Rental Equipment		(401.1)	(440.0)	(480.0)
		(\$1,517.4)	(\$443.0)	(\$525.0)
<b><i>Cash flows from financing activities</i></b>				
Revenue sharing distribution		(200.0)	(524.4)	(341.5)
Net Cash provided by (used in) financing activities		(\$200.0)	(\$524.4)	(\$341.5)
Change in cash & cash equivalents		(1,540.4)	486.4	524.6
Cash & cash equivalents opening balance		4,725.5	3,185.1	3,671.5
Cash & cash equivalents ending balance		\$3,185.1	\$3,671.5	\$4,196.1



# **MAIL MANAGEMENT AGENCY**

## **BACKGROUND**

In 1956 Postal Services was created as a branch of the Manitoba Government to provide a centralized mail services program. It was established to achieve economies of scale and to lower overall mail distribution and processing costs to government. On April 1, 1996 the branch was approved as an SOA, and operates as Mail Management Agency.

## **RESPONSIBILITY**

The Agency is responsible for providing centralized postal management and for controlling postage costs to the Manitoba Government. It offers a full complement of products and services related to mail finishing, processing, and distribution. This includes pickup and delivery of Canada Post and interdepartmental mail, affixing the most economical postage for mail to the public and allocating these costs to the originating program, providing technical support to clients, negotiating contracts to reduce postage, inter-city courier and equipment costs, and providing service according to the franking privileges of members of the Legislative Assembly.

## **VISION**

TO PROVIDE CENTRALIZED, ONE-STOP CORRESPONDENCE  
DISTRIBUTION SERVICES TO ALL LEVELS OF GOVERNMENT

## **MISSION**

TO ENABLE ITS CLIENTS TO EXPEDITE THEIR PRODUCTS, INFORMATION, AND  
CORRESPONDENCE THROUGH THE MOST APPROPRIATE DISTRIBUTION ALTERNATIVE

## **PRINCIPLES**

- To provide superior service at reasonable costs to all clients;
- To provide reliable service solutions to all clients;
- To develop lasting and satisfactory business relationship with clients;
- To promote team work and open communications;
- To encourage employee skill improvement, career planning and innovation;
- To provide a safe work environment for all employees.

## **CRITICAL SUCCESS FACTORS**

- Guarantee the lowest possible Canada Post incentive rates and mail processing costs;
- Consolidate existing and dispersed mail operations, eliminating duplication of services;



- Develop clients and markets in the broader public sector;
- Provide user friendly guidelines for efficient processing of government mail products and services.

## **SPECIAL OPERATING AGENCY STATUS**

2000/2001 is the fifth year for Mail Management to operate as an SOA. As an SOA, Mail Management resembled more closely a private sector business operation with emphasis on bottom line performance. This operating structure has helped the Agency improve its services to clients while reducing the provincial government's overall distribution costs. The Agency introduced a rate structure for its products and services on a fully loaded, cost recovery basis and budgets for modest profits each year.

## **2000/2001 KEY OBJECTIVES**

### **Marketing:**

- Develop a more structured approach to customer relationship management;
- Consolidate other Manitoba Government mail operations into one corporate process, eliminating duplication of services resulting in cost savings to government;
- Introduce new variable rate schedule;
- Expand inter departmental variable stamp program;
- Development of marketing research reports enabling market segmentation;
- Development of interactive presence on the internet.

### **Operations:**

- Implement pilot for electronic forms management (EFM) initiative;
- Initiate process for quality service accreditation;
- Detailed review of future capital assets requirements.

### **Human Resources:**

- Improving the staff performance review process;
- Introduce an annual training schedule reflecting the demands of continual change.

### **Finances:**

- Achieve positive financial results as outlined in the pro-forma financial statements.
- Reduce postage costs resulting from EFM implementation.

## **NOTES TO THE FINANCIAL STATEMENTS**

### **1. BASIS OF ACCOUNTING**

- 1.1 The financial statements of the Agency are presented in accordance with generally accepted accounting principles.
- 1.2 The Agency's fiscal year will be April 1 to March 31.

### **2. BALANCE SHEET ASSETS**

- 2.1 Trade receivables are projected assuming a 45 day collection period.
- 2.2 The Agency carries no inventory, it is a service entity only.
- 2.3 Prepaid postage covers the balances in the various postage and permit meter accounts.
- 2.4 Rates and basis of amortization applied to write off the cost less estimated salvage value of property and equipment over their estimate useful lives are as follows:

Office Equipment	20%	Declining Balance
Computer Hardware & Software	20%	Straight Line

**MAIL MANAGEMENT AGENCY**  
**AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCIAL AUTHORITY**  
**Pro-forma Balance Sheet**

(\$000's)	For the year ended	<u>Mar 31/00</u>	<u>Mar 31/01</u>	<u>Mar 31/02</u>
<b>Assets</b>				
Current				
Cash & cash equivalents		\$0.1	\$6.4	\$48.1
Receivables		890.0	925.0	945.0
Prepaid Postage		240.0	245.0	245.0
Prepaid Expenses		12.9	-	9.0
		<u>1,143.0</u>	<u>1,176.4</u>	<u>1,247.1</u>
Capital Assets				
Property and Equipment		117.1	142.9	113.9
Pension Trust		126.8	158	186.8
<b>Total Assets</b>		<u><u>1,386.9</u></u>	<u><u>1,477.3</u></u>	<u><u>1,547.8</u></u>
<b>Liabilities</b>				
Current				
Working Capital payable		344.4	300.0	-
Payables and accruals		108.3	99.8	107.5
		<u>452.7</u>	<u>399.8</u>	<u>107.5</u>
Long term				
Pension liability		126.8	158.0	186.8
Severance liability		100.3	100.3	106.4
		<u>679.8</u>	<u>658.1</u>	<u>400.7</u>
<b>Equity</b>				
Contributed Equity		50.9	50.9	50.9
Retained Earnings		656.2	768.3	1,096.2
		<u>707.1</u>	<u>819.2</u>	<u>1,147.1</u>
<b>Total Liabilities &amp; Equity</b>		<u><u>\$1,386.9</u></u>	<u><u>\$1,477.3</u></u>	<u><u>\$1,547.8</u></u>

**MAIL MANAGEMENT AGENCY**  
**AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCIAL AUTHORITY**  
**Pro-Forma Statement of Earnings and Retained Earnings**

(\$000's)	For the year ended	<u>Mar 31/00</u>	<u>Mar 31/01</u>	<u>Mar 31/02</u>
<b>Revenue</b>				
Mail processing		\$4,616.4	<b>\$4,487.0</b>	\$3,804.2
Mail finishing		275.0	<b>281.0</b>	291.8
Inter-department mail		727.9	<b>749.6</b>	696.5
Contract administration		21.0	<b>19.8</b>	21.0
EFM - printing			<b>122.0</b>	231.5
EFM - correspondence distribution			<b>177.6</b>	186.5
<b>Total Revenue</b>		<u>5,640.3</u>	<u><b>5,837.0</b></u>	<u>5,231.5</u>
<b>Expenses</b>				
Salaries		700.0	<b>726.9</b>	740.5
Employee benefits		120.4	<b>126.9</b>	132.1
Postage		4,254.6	<b>4,136.3</b>	3,508.1
Administrative expenses		500.7	<b>734.8</b>	522.9
<b>Total Expenses</b>		<u>5,575.7</u>	<u><b>5,724.9</b></u>	<u>4,903.6</u>
<b>Net Earnings</b>		<u>64.6</u>	<u><b>112.1</b></u>	<u>327.9</u>
Retained Earnings, beginning of year		591.6	<b>656.2</b>	768.3
Net Earnings		<u>64.6</u>	<u><b>112.1</b></u>	<u>327.9</u>
<b>Retained Earnings, end of year</b>		<u>\$656.2</u>	<u><b>\$768.3</b></u>	<u>\$1,096.2</u>

**MAIL MANAGEMENT AGENCY**  
**AN AGENCY OF THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY**  
**Pro- Forma Statement of Changes in Financial Position**

(\$000's)	For the year ended	<u>Mar 31/00</u>	<u>Mar 31/01</u>	<u>Mar 31/02</u>
<b><i>Cash flows from operating activities</i></b>				
Net Earnings		\$64.6	\$112.1	\$327.9
Amortization		24.0	29.2	29.0
Increase in pension liability account				
Change in receivables		358.3	(35.0)	(20.0)
Change in prepaids		(21.3)	7.9	(9.0)
Change in payables and accruals		(312.9)	22.7	42.6
Change in unearned revenue		0.0	0.0	0.0
Net cash provided by operating activities		112.7	136.9	370.5
<b><i>Cash flows from investing activities</i></b>				
Transfer of Capital Assets		0.0	0.0	0.0
Long Term Debt repayment		(43.2)	(55.0)	0.0
Net cash used in investing activities		(43.2)	(55.0)	0.0
<b><i>Cash flows from financing activities</i></b>				
Proceeds from Working Capital		57.3	(44.4)	(300.0)
Net Cash provided by (used in) financing activities		57.3	(44.4)	(300.0)
Change in cash & cash equivalents		126.8	37.5	70.5
Cash & cash equivalents opening balance		0.1	126.9	164.4
<b>Cash &amp; cash equivalents ending balance</b>		<b>\$126.9</b>	<b>\$164.4</b>	<b>\$234.9</b>

**PART 6**

**EMERGENCY EXPENDITURES**

## **SUB-APPROPRIATION 27-1**

### **EMERGENCY EXPENDITURES**

#### **OBJECTIVES:**

To provide a funding source for expenditures related to natural and man made disasters such as forest fires, flooding and environmental emergencies.

#### **ACTIVITY IDENTIFICATION:**

Provides for expenditures related to forest fires, flooding and other natural disasters, including departmental flood, forest fire and environmental emergency response costs and disaster assistance and other emergency related items. It also provides for partial reimbursement to government departments for property losses not covered by insurance.

The annual estimate of expenditure is derived from historical averages and known disaster assistance claims carried forward from previous years. Actual expenditures vary from year to year depending on weather and the frequency of disasters, as evidenced by the 1997 Red River Valley Flood of the Century.

**SUB-APPROPRIATION 27-1****EMERGENCY EXPENDITURES**

	Estimates of Expenditure 2000/01		Estimates of Expenditure 1999/2000	
	FTE	\$(000's)	FTE	\$(000's)
Emergency Expenditures		<u>20,000.0</u>		<u>23,500.0</u>
TOTAL SUB-APPROPRIATION		<u><u>20,000.0</u></u>		<u><u>23,500.0</u></u>

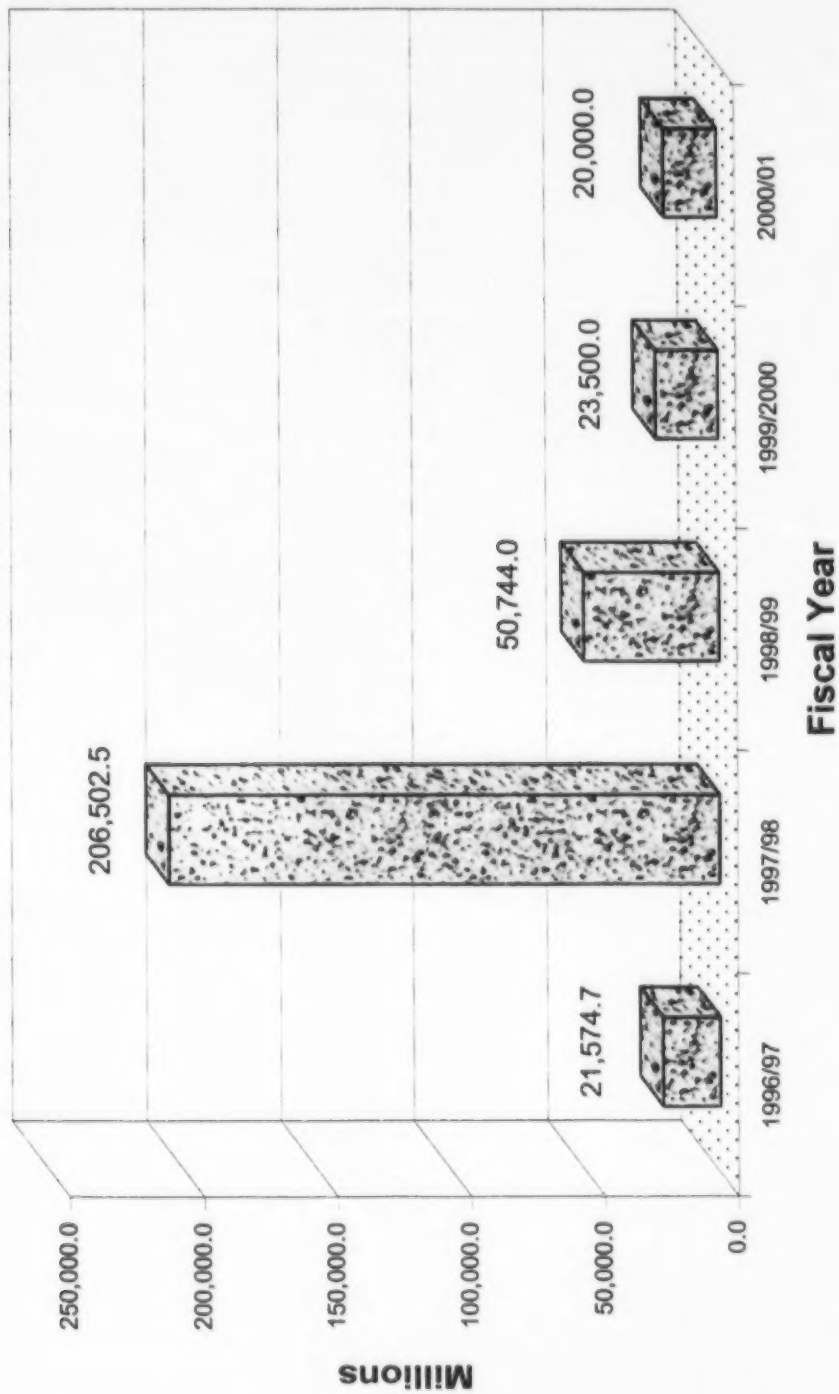


**VOTE 27-1 EMERGENCY EXPENDITURES  
FIVE YEAR EXPENDITURE SUMMARY**

	ACTUAL EXPENDITURES			ADJUSTED ESTIMATE OF EXPENDITURE	PRINTED ESTIMATE OF EXPENDITURE
	1996/97	1997/98	1998/99	1999/2000	2000/01
Spring Flooding	11,162.5	183,525.0	819.3	1,000.0	1,000.0
Spring Flooding - 1997			29,997.9	3,500.0	
Wind Damage and Rainstorm Flooding	387.3	2,510.5	1,392.6		
Natural Resources - Spruce Budworm/Dutch Elm Disease			1,041.1	1,194.0	1,194.0
Forest Fire Suppression	8,872.5	8,345.5	15,309.2	7,000.0	10,000.0
Forest Fire Damage	81.0	0.0	0.0		
Environmental Emergency Response	344.3	621.5	219.5	400.0	400.0
Grasshopper Control	0.0	0.0	76.2		
Miscellaneous	727.1	11,500.0	1,681.2	200.0	200.0
Highways			207.0		
Unallocated				10,206.0	7,206.0
<b>TOTAL</b>	<b>21,574.7</b>	<b>206,502.5</b>	<b>50,744.0</b>	<b>23,500.0</b>	<b>20,000.0</b>

# EMERGENCY EXPENDITURES

Chart 4





**PART 7**  
**GLOSSARY**

## **GLOSSARY**

### **Cost Element**

A cost element is a classification of expenditures according to the nature of expense such as salaries, supplies and services, etc., which identifies the object of expenditure out of appropriation funds. The government accounting system tracks expenditures according to the following cost element groups.

<b><i>Cost Element Group</i></b>	<b><i>Components</i></b>
Salaries	Regular Earnings, Other Earnings, (overtime, shift premium), Ministers and Members of the Legislative Assembly, Fringe Benefits, Other (Worker's Compensation Allowance, Supplement), Health and Education Tax Levy, Benefit Chargeback.
Grants/Transfer Payments	Discretionary Grant, Nondiscretionary Grant, Transfer Payment, Valuation Allowance, Capital Grant.
Transportation	Vehicles, Aircraft, Other (taxi, bus, freight, rail), Travel Agency Fees, Freight/Courier.
Communication	Telephone, Electronic Communication Services, Postal Services, Advertising, Radio Systems, Other.
Supplies and Services	Operating Supplies, Materials, Office Supplies, Maintenance, Other Services, Rentals, Professional Services, Utilities, Other Fees.
Public Debt	Credit/Debit Card Fees, Gain/Loss on Foreign Exchange, Interest on Debt, Discount on Debt, Amortization, Interest Charges, Other Charges.
Minor Capital	Land, Buildings, Vehicles, Equipment, Computers, Furniture, Leasehold Improvements, Loss on Sale of an Asset, Amortization Expense.
Other Operating	Accommodations, Food and Beverage, computer Related Charges, Insurance Costs, Publications, Other Personnel Costs (Relocation/transfer costs), Other (membership fees, hospitality, employee training, uniforms, conference/convention registration fees, incidental allowances), Imputed surcharges.

**Financial Assistance  
and Related Costs**

Consumables on behalf of Citizens (Clothing, Food, Drugs), Fees and Services, Shelter, Transportation, special Needs, Direct Assistance Payments, Indirect Assistance Payments.

## **Employee Benefits**

### **Estimates of Expenditure (Adjusted)**

A re-alignment of the previous year's estimates of expenditure for any organizational change to provide for more accurate and realistic comparisons from one budget year to the next.

### **Full-time Equivalent**

A measurement for number of positions. Every full-time regular position represents one full-time equivalent position. Other categories (e.g., term, departmental, seasonal, contract) are measured in proportional equivalents, e.g., a program with a vote of 1.50 term FTE could hire staff in any combination that results in a total of 1 1/2 years (or 78 weeks) of employment (e.g., 6 staff for 3 months (13 weeks) each; 2 staff for 9 months (39 weeks) each; 1 full-time and 1 half-time staff for 1 year; 3 half-time staff for 1 year, etc.)."

### **Staff Categories**

#### ***Managerial***

Positions which have been delegated the authority and have the responsibility to plan, administer, and control the resources and activities of a defined organizational unit in the Manitoba Government, and are directly and fully accountable for:

- the utilization of resources in achieving planned objectives including the development of a budget and the initiation and authorization of expenditures; and,
- the organization's results and impacts.

### ***Professional/Technical***

Employees who have duties that relate to specific areas of program operations requiring some functional specialization.

Included in this category are employees classified within the following components and/or series:

Health	Engineers (O.P.E.E.P.M.)
Legal, Inspection and Regulatory	Legal Aid Lawyers (L.A.L.A.)
Physical Sciences	Crown Attorneys (M.A.C.A.)
Social Sciences	Doctors (M.M.A.)
Trades, Operations and Services	L.A.M.C. Staff
Personnel Officer Series	Professional Officer Series
Administration (with the exception of the Administrative Officer Series)	

NOTE: Those employees designated as managers and also classified within one of the above components or the excluded component shall be categorized only once, as managerial.

### ***Administrative Support***

Employees who have duties related to the provision of support and assistance to program operations.

Included in this category are employees classified within the Clerical Component or the Administrative Officer Series.

### ***Staff Turnover Allowance***

An adjustment made to a salaries account to allow for attrition and staff turnover. It is a negative adjustment to enable the Organization to more accurately display salary requirements.